

## **Recording of Trade Union Facility Time 2018-2019**

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The Trade Union (Facility Time Publication Requirements) Regulations 2017 were introduced on 1 April 2017 and require Public Sector Employers to publish the total costs of **paid** facility time taken by employees who are trade union officials. The period runs from 1 April – 31 March each year.

The published information is also meant to differentiate between statutory facility time (where representatives have the right to paid time off) and non-statutory facility time. Information must be published on the Trust's website before 31 July; on a government website; and be included within the Annual Report.

This is the second report and covers the period 1 April 2019 to 31 March 2019. It will also draw comparison with the 2017-18 report.

Information that must be published is:

- The total number of employees who were relevant union officials during the period.
- The percentage of each of these employees' working time spent on facility time.
- The percentage of the employer's total pay bill spent on facility time.
- Time spent on paid trade union activities as a percentage of the total paid facility time hours.

### **Statutory and Non-Statutory Facility Time definitions**

For the purpose of the Act, statutory facility time is defined as:

- Negotiating pay, terms and conditions
- Helping members with disciplinary or grievance procedures including meetings to hear their cases
- Going with union members to attend meetings with line manager to discuss flexible working requests
- Discussion issues that affect union members, e.g. redundancies

Union Learning Representatives also have the right to paid time off to:

- Analyse the learning and training needs of union members

- Give information and advice about learning or training
- Arrange and encourage learning or training
- Discuss their activities as a Learning Representative with their employer
- Train as a Learning Representative

Similarly Health and Safety Activities are also regarded as statutory Activities.

The Act also requires the reporting of paid time off for **non-statutory activities**; this includes:

- Attendance at union meetings
- Going to meetings with union officials
- Union training

## **Findings**

In the year 2018/2019 the Trust's annual expenditure on Facility Time was £133,627, compared with 2017/2018's figure of £119,232.

This is broken down by £81,347 for non-medical staff Facilities Time, compared with 2017/18's figure of £52,290. £29,434 was spent on Activities compared with £19,367 in the previous year, and £3,585 spent on Health and Safety Activities compared with £6,247 in the previous year.

**It should be noted that the period recorded in 2017/18 was only from June to March, and that there has been a pay increase since the last report.**

In respect of Medical Staff, £5,334 was spent on Facility Time compared with £5,264 in the previous year, and £13,928 on Activities compared with £13,257 in 2017/18.

This equates to 0.05% of the overall pay bill. Which is the same as for the previous reporting period.

There has been no time spent on non-statutory activities.

The Trust has 3 full-time officers; Staff Side Chair, Staff Side Secretary and Vice Chair.

The data to be reported is attached at Appendix 1, Appendix 2 states last year's reported information.

**Jacqueline Tate, Workforce Projects Manager**

**Chris Cressey, Associate Director of Finance and Business Development**

## Appendix 1

## Northumberland Tyne and Wear NHS Foundation Trust

### Facility Time Publication requirements 1.4.18 – 31.3.19

1. 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
33	3.50 WTE

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?

Percentage of time	Number of employees
0%	0
1 – 50%	31
51 – 99%	2
100%	0

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.

First column	Figures
Provide the total cost of facility time	£133,627
Provide the total pay bill	£255.039m
Provide the percentage of the total pay bill spent on facility time, calculated as	0.05%

(total cost of facility time ÷ total pay bill) x 100	
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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:	26.2%
(total hours spent on paid trade union activities by relevant union officials during the relevant period ÷ total paid facility time hours) x 100	

**Appendix 2**

**Northumberland Tyne and Wear NHS Foundation Trust  
Facility Time Publication requirements 1.4.17 – 31.3.18**

5. 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
27	3.60 WTE

6. 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%	26
51 – 99%	1
100%	0

7. 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	£119,232
Provide the total pay bill	£248.790m
Provide the percentage of the total pay bill spent on facility time, calculated as (total cost of facility time ÷ total pay bill) x 100	0.05%

8. 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?

<p>Time spent on paid trade union activities as a percentage of total paid facility time hours calculated as:</p> <p>(total hours spent on paid trade union activities by relevant union officials during the relevant period ÷ total paid facility time hours) x 100</p>	<p>19.1%</p>
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