

Trade Union Facility Time

Summary

The Trade Union Act 2016 ("the Act") introduced a requirement for public sector employers to publish certain information annually in respect of facility time.

The regulations were published in March 2017 and came into force on 1 April 2017. The "relevant period" for publication is the 12 months from 1 April to 31 March every year, with the first period being from 1 April 2017 to 31 March 2018.

Table 1 - Relevant trade union officials

Number of employees who were relevant trade union officials during the relevant period	Full-time equivalent employee number
6	5.58

This is the total number of employees who were relevant union officials during the relevant 12-month period, (21 April 2017 – 31 March 2018) together with the full-time equivalent employee number.

Table 2 – Percentage of time spent of their working hours on facility time.

Percentage of time	Number of employees
0%	
1-50%	6
51% - 99%	
100%	

Table 3 – Percentage of pay bill spent on facility time.

Total cost of facility time	C1 + C2 etc.	£7,537
Total pay bill		£1,2670000
Percentage of total pay bill spent on facility time	(d/e x 100) =	0.06%
$\frac{\text{Total cost of facility time} \times 100}{\text{Total pay bill}}$		

Table 4 – Paid trade Union Activities

This is the time spent on *paid* trade union activities as a percentage of total paid facility time hours.

	Detail	Calculation	Figures to publish
g	Time spent on paid trade union activities as a percentage of total paid facility time hours	$\frac{b_1 + b_2 \text{ etc.}}{d} \times 100$	0%
	$\frac{\text{Total hours spent on trade union activities}}{\text{Total paid facility time hours}} \times 100$		

Guidelines/Definitions

Table 1) Relevant trade union officials

- i. The number of “relevant union officials” refers to the number of elected trade union representatives, where the union is recognised by the employer for collective bargaining. This will include: stewards, union learning reps and health and safety reps. Workforce representatives appointed under the Information and Consultation Regulations only count if they fulfil the role as a rep elected by the union.
- ii. The “relevant period” means a period of 12 months beginning with 1st April, and the first relevant period begins on 1st April 2017;
- iii. The number of full time employees means the organisation’s total number of full-time staff plus the full-time equivalent of part time staff.

Table 2 – Percentage of time spent on facility time.

The aim of this section is to capture the total amount of paid time that officials spend on facility time, which encompasses time off permitted by the Trade Union and Labour Relations (Consolidation) Act (1992) for trade union duties, activities and relevant training.

The Act defines trade union duties in terms of time permitted for union officials to conduct collective bargaining, engage in consultation requirements for redundancy proposals and engage in consultation requirements for TUPE transfers.

For further information it may be useful to refer to the [ACAS Code of Practice - Time off for trade union duties and activities](#).

Table 3 – Percentage of pay bill spent on facility time.

The pay bill refers to total wages, employer pension contributions and employer National Insurance contributions.

Table 4 – Paid trade Union Activities

“paid facility time hours” means the number of hours spent on facility time by an employee who is a relevant union official during a relevant period (excluding hours attributable to time taken off under section 170(1) (b) of the 1992 Act in respect of which a relevant union official does not receive wages from the relevant public-sector employer) and “total paid facility time hours” means the total of all such hours spent during that period by all such employees;