

# Trade Union Facility Time 2023 - 2024

The Trade Union (Facility Time Publication Requirements) Regulations 2017 took effect from 1 April 2017. These regulations were laid following the enactment of the Trade Union Act 2016. The Trade Union Act was passed in May 2016; one of the elements of this Act is the requirement for employers in the public sector to publish information on facility time.

## 1. Facility time arrangements at the Isle of Wight Council

The Isle of Wight council whilst having statutory obligations to comply with employment legislation to make provision for trade union facility time, believes in the benefits that can be realised by positive employee relations. All facility time arrangements are set out in an agreement in which all parties can make a positive contribution to the efficient and effective management of council services by setting out the consultation processes, conditions of recognition and facilities which will be made available to Union representatives and specifying how reasonable time off for union duties and activities, training and for health and safety, can work to the mutual advantage of both parties. The agreement takes account of current practices within the council; employment protection legislation; the ACAS Code of Practice for time off for trade union duties and activities, the health and safety commission code of practice on safety representatives and appropriate national agreements.

The council affords reasonable time off with pay to trade union representatives, subject to the needs of the service, to carry out duties concerned with employee relations and the members they represent. The purpose for this time off must be either to carry out official union duties or to undergo relevant training as approved by the TUC or Trade Union. The amount of time-off a steward may take to undertake official union duties in their particular constituency should not normally exceed one day per month, with an additional two hours per month plus travelling time being allowed to attend Union meetings to discuss employee relations matters concerning the Council. There will normally be a maximum of one steward in each of the council service areas.

## 2. What trade unions are recognised by the Isle of Wight Council?

The following trade unions are represented in the Isle of Wight Council:

- GMB
- UNISON
- UNITE
- Association of School and College Leaders (ASCL)
- VOICE
- National Association of Schoolmasters / Union of Women Teachers (NASUWT)
- National Education Union (NEU).
- National Association of Headteachers (NAHT)

The Isle of Wight Council believes that Trade Unions (TUs) play an important role in the modern workplace and that there are considerable benefits to both employers and employees when organisations and unions work well together.

The Isle of Wight Council understands that the purpose of these Regulations is to promote transparency and allow for public scrutiny of facility time and that it is a relevant public sector employer under the Act and therefore will collect and publish, on an annual basis, a range of data in relation to their usage and spend of TU facility time in respect of their employees who are TU representatives.

The facility time (FT) data that organisations are required to collate and publish under the 2017 regulations are:

- Number of employees who were relevant union officials during the relevant period How many employees who were relevant union officials 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 the total pay bill spent on facility time
- Time spent on paid trade union activities as a percentage of total paid facility time hours

This is set out below for the period from 1 April 2023 to 31 March 2024 and is separated into two categories; one category for council staff called Centrally Employed, and one category for maintained schools staff called Education Employed.

### **3. What is the total number of staff that are designated as union representatives with the Isle of Wight Council?**

Including general, learning and health and safety representatives.

There are 12 accredited Unison representatives (as the largest recognised trade union). These are members of staff who in the course of their employment are accredited by their trade union to assist the union branch secretary in the distribution of information; act as a communication link between managers and union members and representing members at formal hearings such as grievance, disciplinary, capability etc when the branch secretary is unable to do so.

The Schools Forum is established to represent schools views to the local authority on matters relating to the total Dedicated Schools Grant (DSG). It is an advisory and consultative body with limited decision-making powers. Funding is allocated by them for educational establishment trade union facility time. The Schools Forum has agreed to fund the following Union Representatives to provide facilities time:

- GMB – 1 Branch Secretary
- Association of School and College Leaders (ASCL) – 1 Branch Secretary
- VOICE – 1 Branch Secretary
- National Association of Schoolmasters / Union of Women Teachers (NASUWT) – 1 Branch Secretary
- National Association of Headteachers (NAHT) – 1 Branch Secretary
- National Education Union (NEU) - 1 Branch Secretary

#### **3.1 Central functions – IWC Council Staff**

##### **3.1.1. Table 1: Relevant Union Officials**

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
10	9.5

### 3.1.2. Table 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%	8
1-50%	1
51-99%	1
100%	0

### 3.1.3. Table 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	£56,283
Provide the total pay bill	£68,792,280
Provide the percentage of the total pay bill spent on facility time, calculated as: (total cost of facility time divided by total pay bill) x 100	0.08%

### 3.1.4. Table 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 divided by total paid facility time hours) x 100	2.4%  (40.8 hours spent of activities, 1697.52 total facility time hours)
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### 3.2 Education functions – staff employed in maintained schools

Education functions includes all maintained schools where the Isle of Wight Council is the employer. All other schools are excluded from these figures.

#### 3.2.1. Table 1: Relevant Union Officials

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
2	2

#### 3.2.2. Table 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%	2
51-99%	0
100%	0

#### 3.2.3. Table 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
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Provide the total cost of facility time	£22,729
Provide the total pay bill	£69,559,535
Provide the percentage of the total pay bill spent on facility time, calculated as: (total cost of facility time divided by total pay bill) x 100	0.03%

**3.2.4. Table 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 divided by total paid facility time hours) x 100	3.01%  (17.7 hours spent of activities, 588.58 total facility time hours)
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