

Required Reports

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
13	11.3 (of which total 4.2 FTE allocation to Facility Time)

Legislative definitions to refer to:

“Relevant Period”:

A period of 12 months beginning with 1 April, the first relevant period starts on 1 April 2017.

“Full-time Equivalent Employee Number”:

The number of relevant trade union officials expressed as the number of full time equivalent employees.

“Relevant Unions Officials”:

(a) a trade union official within the meaning of section 119 of the Trade Union and Labour Relations (Consolidation) Act 1992 (TULRCA); *(refer to extract from legislation at Annex 1)*

(b) a learning representative of a trade union, within the meaning of section 168A(11) TULRCA; *(refer to extract from legislation at Annex 1)*

(c) a safety representative appointed under regulations made under section 2(4) of the Health and Safety at Work etc Act 1974

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
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0%	0
1%-50%	11
51%-99%	2
100%	0

Legislative definitions to refer to:

“Facilities Time”:

Does not include hours attributable to time taken off under section 170(1)(b) of the 1992 Act in respect of which a TU representative does not receive wages (i.e. should cover TU duties but not TU activities).

TU Duties being where there is a statutory right to reasonable paid time off during working hours to undertake recognised duties and to complete training relevant to their TU role. This arises under:

- (a) section 168, section 168A of the 1992 Act (TULR(C)A)
- (b) section 10(6) of the Employment Relations Act 1999;
- (c) regulations made under section 2(4) of the Health and Safety at Work etc. Act 1974.

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.

<u>First Column Figures</u>	
Provide the total cost of facility time	£211,803
Provide the total pay bill	£139,342,396
Provide the percentage of the total pay bill spent on facility time, calculated as: (total cost of facility time ÷ total pay bill) x 100	0.152%

Legislative definitions to refer to:

“Total Pay Bill”: The total amount of (the total gross amount spent on wages) + (total pension contributions) + (total national insurance contributions) during the relevant period.

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 ÷ total paid facility time hours) x 100	n/a
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Annex 1 - Legislation Extracts

S119 TULCRA:

“official” means—

- (a) an officer of the union or of a branch or section of the union, or
- (b) a person elected or appointed in accordance with the rules of the union to be a representative of its members or of some of them,

and includes a person so elected or appointed who is an employee of the same employer as the members or one or more of the members whom he is to represent;

168A(11) TULRCA:

For the purposes of this section, a person is a learning representative of a trade union if he is appointed or elected as such in accordance with its rules.