

**MEETING OF THE EXECUTIVE TEAM**

Insert Meeting Date

<b>Title of Paper:</b>	Facility Time Legislative Reporting
<b>Author:</b> (Name, title)	Christopher O'Meara, Payroll Services Manager
<b>Purpose</b>	For information <input type="checkbox"/> For discussion <input type="checkbox"/> For approval <input checked="" type="checkbox"/>
<b>Recommendation (if for approval)</b>	Members are asked to review and agree report content and written statement for publication.
<b>Executive Summary:</b>	The Trade Union (Facility Time Publication Requirements) Regulation 2017 was introduced by the UK government for all employers which took effect from 1 April 2017. The College has a legislative requirement to meet the strictly defined criteria and publication deadline, the enclosed data provides information to assist.
<b>CONFIDENTIALITY</b>	
<input type="checkbox"/>	Confidential Item
<input checked="" type="checkbox"/>	Non-confidential item

### 1. Introduction and current position

The trade union (facility time publication requirements) regulations 2017 came in to force on 1 April 2017. In line with the new regulations, as the College has over 49 employees it must publish information on facility time for the period 1 April 2019 to 31 March 2020, which is agreed time off from an individual's job to carry out a trade union role, by 31 July 2020. Due to the Covid-19 Pandemic the deadline has been extended to 30 September 2020.

There is a legal requirement to publish this information, and employers are preparing to publish their information on their website by the 30 September 2020 deadline.

The purpose of these regulations is to promote transparency and allow for public scrutiny of facility time. They create scope for sensible savings by improving public accountability, which will ensure taxpayers' money is only spent on justifiable and accountable trade union work that represents value for money.

The total cost of the facility time is £16,171.05 (down on last year's £17,757.53 as 2 employee reps left employment part year 19/20).

### 2. Proposal

It is important that College meets the **full requirements** of the regulations (not just the requirement to publish on a website). The regulations state that employers must:

- publish the information in the form indicated in schedule 2 of the regulations
- place this information on their website before 30 September 2020
- include this information in their annual report which covers the relevant period (April 2019 to March 2020)
- place the information on a website maintained by or on behalf of the government before 30 September 2020

### 3. Recommendation

It is recommended that the College approve the report (appendix A) and this report be placed on the College public-facing website in addition to the data being reported on the government portal by 30 September 2020 in order to comply with the legislative requirements.

## APPENDIX A

**Relevant union officials**

What was the total number of your employees who were relevant union officials during the relevant period?

<i>Number of employees who were relevant union officials during the relevant period 5</i>	<i>Full-time equivalent employee number 3.69</i>
5	3.69

**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?

<i>Percentage of time</i>	<i>Number of employees</i>
0%	0
1-50%	5
51%-99%	0
100%	0

**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.

<i>First Column</i>	<i>Figures</i>
Provide the total cost of facility time	£16,171.05
Provide the total pay bill	£18,042,507.54
Provide the percentage of the total pay bill spent on facility time, calculated as: (total cost of facility time ÷ total pay bill) x 100	0.09%

**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?

100%
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