

The Trade Union Act 2016 introduced new annual Trade Union Facilities Time

reporting requirements for public sector organisations. This provision came into force in April 2016. Public Sector employers with at least one 'relevant union official' are required to publish information on facility time. The provisions provide a new prescriptive framework for data publication of trade union duties and activities, which is included in Schedule 2 of The Trade Union (Facility Time Publication Requirements) Regulations 2017.

This report covers 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020. This report is being published in line with guidance by 31<sup>st</sup> July 2020.

### **What is facilities time?**

TU representatives may undertake facilities time duties or activities. They will be undertaking:

- a **DUTY** when they undertake work on behalf of their union during their normal contractual hours and *for which they are paid directly by the organisation* to do that work. Seconded representatives will always be undertaking Duties.
- an **ACTIVITY** when they undertake work on behalf of their union during their normal contractual hours, *for which the organisation has approved paid time off* in order to do that work.

Facilities time includes:

- Travel time within contractual hours
- Travel time outside of contractual hours if you approve time off in lieu in respect of that time
- Facilities time undertaken on non-working days where you approve time off in lieu or allow a swap of working days

The figures for Hampshire County Council for the period 1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020 are as follows and are published in line with Schedule 2 of the Trade Union (Facility Time Publication Requirements) Regulations 2017. These figures will be published annually in line with these Regulations.

The following table summarises the number of Council employees who were undertaking facilities time duties or activities during the period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020:

**TABLE ONE**

Hampshire County Council – Departments	
First column	Figures
Number of employees who were relevant union officials during the relevant period	28
Full-time equivalent employee number	24.5

The following table summarises the percentage of their time (contractual hours) undertaking facilities time duties or activities.

**TABLE TWO**

Hampshire County Council - Departments	
Percentage of time (contractual hours)	Number of employees on Trade Union duties
<1%	14
1-50%	11
51-99%	2
100%	1

The following table summarises the total cost of facilities time (duties and activities) as a proportion of the total pay bill. The total pay bill includes National Insurance and Pension Contributions.

**TABLE THREE**

Hampshire County Council – Departments	
First column	Figures
Provide the total cost of facilities time	£111,978
Provide the total pay bill	£316,291,764
Provide the percentage of the total pay bill spent on facility time	0.04%

#### **TABLE FOUR**

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?

**15.78%**

*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*