

**Trade Union Act 2016
 Facility Time Reporting for the period April 2022 to March 2023**

Definitions available overleaf.

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
47	44.30

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%	11
1-50%	30
51-99%	6
100%	0

Percentage of pay on facility time

The total cost of facility time	£267,883.77
The total pay bill	£163,440,399.94
The percentage of the total pay bill spent on facility time <i>(total cost of facility time/total pay bill) x 100</i>	0.16%

Paid trade union activities

As a percentage of the 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

$$\frac{402.83}{11,376.43} \times 100 = 3.54\%$$

Definitions:

Facilities Time / Trade Union Duties involve contact with HCC Officers and/or members e.g.

- **representing and assisting members locally within agreed disciplinary, grievance**
- **disputes or appeals procedures including reasonable preparation time**
- **Employment Tribunals**
- **Recruiting and Electioneering**
- **Task and Finish Groups**
- **Employer Negotiations**
- **Give information/advice about training/learning matters as a Learning Rep**

Trade Union Activity that is on behalf of the Trade Unions e.g.

- **Annual General Meetings**
- **Branch Management Meetings**
- **Trade Union Committee Meetings**