

### **Facilities Time Reporting**

Employees who are union representatives of a trade union recognised by their employer are entitled to reasonable time off, during work hours and without loss of pay, to carry out union duties and undergo relevant training. Relevant public sector employers (including all types of Schools and Academies) are required to report on time taken by trade union officials representing their members or other union activities, whether this is release time internally or by contributing to pooled arrangement.

The trade union (Facility Time Publication Requirements) Regulations 2017 came into force on 1 April 2017. The regulations require relevant public sector employers to publish specified information related to facility time taken by trade union officials. The regulations can be found at:

<http://www.legislation.gov.uk/uksi/2017/328/made>

### **Who do the Regulations apply to?**

The reporting requirements apply to the public authorities set out in Schedule 1 of the Regulations, which include:

- Local Authorities
- The Governing Body of a Foundation School or Voluntary Aided School
- The proprietor of an Academy or a Multi Academy Trust
- The register of Independent Schools

The regulations require the employer to report their provision of facility time if they have more than 49 full-time equivalent (FTE) employees during any seven months within the 12-month reporting period.

### **What is the deadline for publishing the information?**

The deadline for publishing the information is 31 July, in respect of the period 1 April to 31 March.

### **Where are we required to publish the information?**

The information must be published in the following places:

- The school or trusts websites
- The school or trusts Annual Report, where an Annual Report is published
- On the Government maintained website

**Hamwic Education Trust Trade Union Facility Data for 1 April 2018 to 31 March 2019:**

<b>Trade union representatives and full-time equivalents:</b>	
Trade union representatives	2
FTE trade union representatives	1.39

<b>Percentage of working hours spent on facility time:</b>	
0% of working hours representatives	1
1 to 50% of working hours representatives	1
51 to 99% of working hours representatives	0
100% of working hours representatives	0

<b>Total pay bill and facility time costs</b>	
Total pay bill	£38,266,489
Total cost of facility time	£95
Percentage of pay spent on facility time	0.00%

<b>Paid trade union activities</b>	
Hours spent on paid facility time	6
Hours spent on paid trade union activities	6
Percentage of total paid facility time hours spend on paid TU activities	100%