

Facility Time Reporting – 2017/18

The Trade Union (Facility Time Publication Requirements) Regulations 2017 require public sector employers to publish information relating to facility time taken by union representatives within their organisation. The reporting period runs from 1 April to 31 March and reports require to be published by 31 July each year. Detailed below is the relevant information for NHS Forth Valley for the period of 2017/18.

However, it should be noted that the majority of the information in this report for 2017/18 relates to those trade union representatives who have dedicated time each week for trade union activities and does not include a number of others who will be given time for trade union activities on an ad hoc basis. Systems are currently being put in place to capture this information for 2018/19 and onwards.

The facility time data organisations are required to collate and publish under the new regulations is shown below.

- a. **TU representative** – the total number of employees who were TU representatives during the relevant period

| <i>Number of employees who were relevant union officials during the relevant period</i> | <i>FTE employee number</i> |
|---|---|
| 37 - adhoc time | 2 (relates to those with dedicated time only)* |
| 2 - dedicated time * | |
| Total – 39 | |

- b. **Percentage of time spent on facility time** – How many employees who were TU representatives officials during the relevant period spent a) 0% b) 1% - 50% c) 51% - 99% d) 100% of their working hours on facility time.

| <i>Percentage of time</i> | <i>Number of representatives</i> |
|---------------------------|----------------------------------|
| 0% | |
| 1-50% | 38 |
| 51-99% | |
| 100% | 1 |

- c. **Percentage of pay bill spent on facility time** – percentage of the total pay bill spent on paying employees who were TU representatives for facility time during the relevant period.

| | |
|---|---|
| <i>Total cost of facility time</i> | £69,399 (relates to those with dedicated time only)* |
| <i>Total pay bill</i> | £255,071,000 |
| <i>Percentage of the total pay bill spent on facility time, calculated as: (Total cost of facility time ÷ total paid bill) x100</i> | 0.27% |

- d. **Paid TU activities** – As a percentage of total paid facility time hours, how many hours were spent by employees who were TU representatives during the relevant period on paid TU activities.

| | |
|--|--|
| <p><i>Time spent on paid TU activities as a percentage of total paid facility time hours calculates as:</i></p> <p><i>(total hours spent on paid TU activities by TU representatives during the relevant period ÷ total paid facility time hours) x100</i></p> | <p>100% - all time spent on trade union activity is paid for any trade union representative</p> |
|--|--|

* Includes time spend on partnership duties as well as traditional trade union duties

31 July 2018