

Facility Time Publication Requirements Report Reporting Period - 1st April 2019 to 31st March 2020

Senior HR Team – 1st September 2020

Introduction

The Trade Union (Facility Time Publication Requirements) Regulations 2017, enacted in April 2017, require specified public-sector employers, including NHS Trusts, to report annually a range of data in relation to their usage and spend on trade union facility time within the organisation.

The cost of facility time in the public sector is paid for out of public funds. The objective of the legislation is to ensure that taxpayers' money is spent on trade union facility time in the public sector is properly monitored and reported. It is felt that this transparency will enable Government employers and taxpayers to verify whether taxpayer's money is only spent on appropriate and accountable trade union work that represents value for money.

The regulations do not apply to HIF.

Annual Reporting Requirements

The duty to report covers specific information (set out in detail in Schedule 2 of the regulations) relating to time off taken for trade union duties and activities. Due to the COVID-19 pandemic, the cabinet office has extended the reporting portal deadline date to 30th September 2020.

Facility Time is the provision of paid or unpaid time off from an employee's normal role to undertake Trade Union duties and activities as a Trade Union representative. There is a statutory entitlement to reasonable paid time off for undertaking Trade Union duties. Employers may also grant paid time off for trade union activities for which there is no statutory right to paid time off.

Examples of trade union duties are duties connected with collective bargaining, representing members in the workplace.

Examples of trade union activities can include discussing internal union matters, dealing with internal administration of the union.

By 30th September 2020 the data must be reported on:

- Gov.uk using its online trade union facility time reporting service
- Publish the data on the Trust's website
- Include the data in the Trust's annual report

Trust Data 2019/2020

The Trust's data for the reporting period 1st April 2019 to 31st March 2020 is reported in the tables below.

Whether in providing support to individual members of the Trust at a departmental level, or by playing a valuable role in contributing to Trust-wide agendas for example: Partnership Forum, Local Negotiation Committee, Health and Safety committees) the Trust recognises that the participation of trade union representatives supports the partnership process and contributes to delivering improved services to service users.

The Trust will continue to monitor and evaluate the amount of money spent on facility time, in the interests of transparency and accountability.

A significant change from the previous reporting year 2018/2019, is an increase in the time spent on trade union activities, from 12.97% to 24.74%, as displayed in Table 4.

Table 1: Relevant Union Officials

Total number of Trust employees who were relevant union officials during the relevant period:

Number of employees who were relevant union officials during the reporting period 1st April 2019 to 31st March 2020	Full-time equivalent employee number
37	32.73

Table 2: Percentage of Time Spent on Facility Time

Harrogate and District NHS Foundation Trust 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%	15
1-50%	21
51-99%	1
100%	0

Table 3: Percentage of Pay Bill Spent on Facility Time

The percentage of the Trust's total pay bill spent on paying employees who were relevant union officials for facility time during the relevant period:

First Column	Figures
Provide the total cost of facility time	£38,357
Provide the total pay bill	£164,575,324

Provide the percentage of the total pay bill spend on facility time, calculated as: (total cost of facility time divided by total pay bill) x 100	0.02%
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Table 4: Paid Trade Union Activities

As a percentage of total paid facility time hours, the number of staff hours spent by employees who were relevant union officials during the relevant period on paid trade union activities:

First Column	Figures
Total 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 divided by total paid facility time hours) x 100	24.74%

S Wilson, HR Business Partner