

# Facility Time Statement 2017/2018

*Our Staff Values*  
**Focus. Passion. Inspiration.**



**North Ayrshire Council**  
Comhairle Siorrachd Àir a Tuath

## 1. The Value of Facility Time

- 1.1 Facility Time generates benefits for employees, managers and the wider community from effective joint working between union representatives and employers.
- 1.2 A number of studies have shown that union workplaces tend to be safer and that trade unions help to promote skills and training in the workplace.
- 1.3 The NatCen study<sup>2</sup> highlighted four main benefits from the use of facility time:
- Provision of a ready-made structure for meaningful consultation and negotiation saves money and reassures members that their views are valued in decision-making.
  - Facilitation of partnership working with trade unions improves workplace relations and the reputation of an employer as 'a good place to work'.
  - Earlier intervention in relation to complaints, grievances and disciplinary action prevents escalation into more serious problems and saves organisations (and taxpayers) money by reducing the impact on staff time and possible legal costs.
  - Better communication during restructuring and redundancy processes improves understanding of decisions, minimises negative impacts and reduces the number of working days lost through industrial action.
- 1.4 The Fair Work Convention<sup>3</sup> highlights these points through its 'effective voice' principle. As they state: *"It is clear from international evidence that employees and workers want a voice, not only to resolve problems and conflicts (which is important) but also to engage and participate constructively in organisations."*
- 1.5 On organisational change, they say: *"There are many examples in Scotland and elsewhere of how collective voice through trade unions working with employers has addressed a wide range of organisational challenges and contributed to organisational improvements."*
- 1.6 It is the view of North Ayrshire Council that facility time data legally required by the Trade Union (Facility Time Publication Requirements) Regulations 2017, should be set in the context of the vast benefits that facility time bring to the workforce and to the employer, as set out above. This is supported by the Scottish Government, the STUC and our affiliated trade unions.



**Elma Murray**  
**Chief Executive**

<sup>2</sup> <http://www.natcen.ac.uk/our-research/research/the-value-of-trade-union-facility-time/>

<sup>3</sup> <http://www.fairworkconvention.scot/>

Facility Time Statement 2017/18

Schedule 2 (Regulation 8)

Information to be published under The Trade Union (Facility Time Publication Requirements) Regulations 2017

Relevant Period: 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018

See Page 3 for "Glossary of Terms"

**Table 1**

**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 (FTE) employee number
173 headcount employees	165 fte employees

**Table 2**

**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 (headcount)
0%	23
1-50%	148
51%-99%	1
100%	1

**Table 3**

**Percentage of pay bill spent on facility time**

Provide the figures requested in the first column of the table below to determine the percentage of your 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	£137,238 pa
Provide the total pay bill	£213,992,000
Provide the percentage of the total pay bill spent on facility time, calculated as: (total cost of facility time ÷ total pay bill) x 100	0.06%

**Table 4**

**Paid trade union activities**

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 trade union activities?

Time spent on trade union activities as a percentage of total paid facility time hours calculated as: <i>(total hours spent on trade union activities by relevant union officials during the relevant period ÷ total paid facility time hours) x 100</i>	0.5%
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**Glossary of Terms**

<b>Term</b>	<b>Definition</b>
<b>Relevant period</b>	A period of 12 months beginning with 1 April, the first relevant period starts on 1 April 2017.
<b>Total pay bill</b>	Is the total amount of (the total gross amount spent on wages) + (total pension contributions) + (total national insurance contributions) during the relevant period.
<b>Full Time Equivalent (FTE) employee number</b>	The (total number of full time employees) + (the total fractions of full time employee hours worked by all employees who are not full time).
<b>TU Duties</b>	Duties where there is a statutory right to reasonable paid time off during normal working hours to undertake recognised duties and to complete training relevant to their TU role. This arises under: (a) section 168, section 168A of the 1992 Act (TULR(C)A) (b) section 10(6) of the Employment Relations Act 1999; (c) Regulations made under section 2(4) of the Health and Safety at Work etc. Act 1974.
<b>TU Activities</b>	Means time taken off under section 170 (1) (b) of the 1992 Act. TU activities could include: <ul style="list-style-type: none"> <li>• meetings - where the purpose or principal purpose is to discuss internal union matters</li> <li>• TU conferences</li> <li>• internal administration of the union e.g. answering internal union correspondence, dealing with financial matters, responding to internal surveys.</li> </ul> <p>There is no statutory entitlement to paid time off to undertake activities. However TU representatives are entitled to be granted reasonable unpaid time off to participate in TU activities.</p>
<b>Total paid facility time hours</b>	Total number of hours spent on facility time by all TU representatives during a relevant period for which they receive pay.
<b>Total cost of facility time</b>	For each employee who was a TU representative during the relevant period, facility time cost is first calculated individually by: (Hourly cost for each employee including on costs for pension and national insurance x number of paid facility time hours)  Then the total facility time cost is calculated by adding together the individual costs of facility time for all employees.