Name of Policy	Union Representatives and Facility Time Reporting
Scope of Policy	This policy relates to all members of staff across The Thames Learning Trust.
Approved by	Chief Executive
Date of Approval	October 2026
Review period	Annually
Review Date	October 2027

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1. PURPOSE & SCOPE

1.1 This policy and procedure meets the requirements of relevant information based on Regulation 8 of The Trade Union (Facility Time Publication Requirements) Regulations 2017, section 172A of the Trade Union and Labour Relations (Consolidation) Act 1992, ACAS and guidance on trade union facility time from the Cabinet Office.

1.2 The purpose of the policy is to ensure the Trust maintain a consistent approach to Trade Union Officials in relation to their duties, time off and how the Trust publish the facility time reporting.

1.3 A Trade Union Official must be from an independent trade union recognised by the Trust.

2. ENTITLEMENTS FOR UNION OFFICALS

2.1. Reasonable paid time off during working hours to carry out certain trade union duties.

2.2 Reasonable time off during working hours to take part in any trade union activities, including taking part in activities when acting as a union representative.

3. PUBLISHING REQUIREMENTS

3.1 As long as Baylis Court Trust has more than 49 full time equivalent employees throughout the entirety of any 7 month period within the "relevant period" (a 12 month period beginning with 1 April and ending 31 March, and at least one of these employees is a relevant union official; the Trust will publish the Facility Time of Trade Union Officials on the Baylis Court Trust website.

3.2 The data will be published before 31 July of any year. (Please refer to appendix A for data published)

3.3 The data published will only reflect paid time off.

4. PAID TIME OFF FOR DUTIES

4.1 In order for the Trust to entitle paid time off for Trade Union duties, the employee must be a union official from an independent Union recognised by the Trust.

4.2 **Union representative** can be allowed paid time off for concerned with negotiations or other duties related to the subjects of collective bargaining. These subjects may include:

- Terms and conditions of employment (such as pay and hours of work)
- Matters of discipline
- Trade union membership or non-membership

4.3 **Union learning representatives** can be allowed paid time off for duties such as:

- Analysing learning or training needs
- Providing information and advice about learning or training
- Arranging learning or training

4.4 **Union health and safety representatives** can be allowed paid time off for functions such as:

- Investigating potential hazards and dangerous occurrences at the workplace
- Investigating complaints by any employee relating to their health, safety or welfare at work
- Making representations to the employer on general matters affecting workplace health, safety or welfare

4.5 **Paid off time for training** all of the officials are also entitled to reasonable paid time off to undergo training relevant to carrying out their trade union duties.

4.6 For union representatives and union health and safety representatives, this training must be approved by the Trades Union Congress (TUC) or by the independent trade union of which the employee is a representative. Proof of this will be required by the Trust.

4.7 The Trust will allow paid time off to employees to accompany other colleagues within the Trust to grievance or disciplinary hearings.

4.8 The Trust will allow paid time off for Union Officials to accompany others to grievance or disciplinary hearings from other employers but to do this they must be certified by the Union and the Trust may asked for proof of certification to grant such paid time off.

5.0 TIME OFF FOR ACTIVITIES

5.1 The Trust may allow time off for Trade Union activities but this will not be paid. The activities may include:

- Attending workplace meetings to discuss and vote on the outcome of negotiations
- Meeting full time officers to discuss issues relevant to the workplace
- Voting in union elections
- Having access to services provided by a union learning representative

5.2 The Trust will not approve time off for activities which consist of industrial action.

APPENDIX A

FACILITY TIME

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
5	4.2

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% to 50%, c) 51% to 99%, or d) 100% of their working hours on facility time?

Facility time in this context includes:

- Paid time off for the purpose of carrying out trade union duties as a union representative, union learning representative or union health and safety representative
- Paid time off for the purpose of undergoing training relevant to the carrying out of trade union duties
- Paid time off for accompanying another of the employer's workers to grievance or disciplinary hearings
- Paid and unpaid time off for taking part in trade union activities when acting as a union representative

Percentage of time	Number of employees
0%	2
1% to 50%	3
51% to 99%	0
100%	0

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.

Total cost of facility time	*£286.74*
Total pay bill	£14,856,159
Percentage of the total pay bill spent on facility time	*0.00%*

* The hourly cost is calculated by:

- Adding:
  - The gross amount spent on wages by the employer in respect of the employee during the period o The amount spent on pension contributions by the employer in respect of the employee during the period
  - The amount of National Insurance contributions paid by the employer in respect of the employee during the period
- Dividing the above amount by the working hours of the employee during the period

A notional hourly cost must be used here where the employee is identifiable (i.e. a person reading this would be able to identify the individual employee's wages). The notional hourly cost is what 'reasonable pay' would be for the type of work the identifiable employee ordinarily did for the employer over the relevant period

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 paid trade union activities?

Time spent on paid trade union activities as a percentage of total paid facility time hours	2.79%