**Reporting Facility Time**

The Trade Union (Facility Time Publication Requirements) Regulations 2017 took effect on 1 April 2017. Under these regulations, eligible employers, including NHS Trusts, must publish details of the amount of facility time agreed for employees to carry out trade union roles.

Facility time will cover duties carried out for the trade union or as a union learning representative, for example, accompanying an employee to disciplinary or grievance hearing. It will also cover training received and duties carried out under the Health and Safety at Work Act 1974.

The regulations require the following information to be published on the employer’s website:

* the number of employees who were relevant union officials during the relevant period, and the number of full time equivalent employees
* the percentage of time spent on facility time for each relevant union official
* the percentage of pay bill spent on facility time
* the number of hours spent by relevant union officials on paid trade union activities as a percentage of total paid facility time hours.

The document below details the costs of paid facility time for the period 1 April 2020 – 31 March 2021 in accordance with the reporting regulations.

**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** |
| 22 | 20.5 |

**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** |
| 0% | 14 |
| 1%-50% | 8 |
| 51%-99% | 0 |
| 100% | 0 |

**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.

|  |  |
| --- | --- |
| **Details** | **Figures** |
| Total cost of facility time | £3166 |
| Total pay bill | £ 253,400,000 |
| Percentage of the total pay bill spent on facility time calculated as:  (total cost of facility time ÷ total pay bill) x 100 | 0.00% |

**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 paid trade union activities?

|  |  |
| --- | --- |
| Time 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 ÷ total paid facility time hours) x 100 | 0.00% |