

## **WILTSHIRE COUNCIL**

### **STAFFING POLICY COMMITTEE 9 MARCH 2011**

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#### **TRADE UNION RECOGNITION AND FACILITIES AGREEMENT**

##### **Purpose of Report**

To update Staffing Policy Committee on time off for trade union activities being recorded within Wiltshire Council.

##### **Background**

On 28 July 2010, Staffing Policy Committee agreed a revised Trade Union Recognition and Facilities Agreement but that it should be reviewed in 12 months' time. A copy of the document is attached as Appendix 1. The Agreement outlines the general principles, duties, roles and responsibilities of representatives and defines what is negotiable and what is for consultation.

In addition the Agreement outlines the maximum allocation for time off for specific UNISON roles.

##### **Main Considerations for the Council**

At its meeting on 28 July 2010 Staffing Policy Committee resolved:

“to request that systematic recording of approved time off be continued and that a report on this be presented to the Committee in six months' time”.

When a trade union representative is nominated the Human Resources Team is notified by the relevant recognised trade union. Human Resources then alerts the employee's manager to advise them of the staff members election to the union and the implications of this. They are also asked to keep a record of approved time off and advised that they will periodically be asked for this information by Human Resources.

A summary of all time off since the recording system was introduced in January 2010 is attached an appendix 2. The Agreement allows for up to 80 days per month for trade union duties for specific roles. Casework is over and above this allowance. 80 days per month equates to 592 hours. For the period 1 July 2010 until 31 October 2010 time recording shows that 1,975.00 hours were spent on trade union activities. The spreadsheet does not include the Branch Secretary and this has been factored in as she is currently full-time.

Total record trade union activity for the period 1 July 2010 to 31 October 2010 equates to 494 hours per month. So there remains a shortfall of 98 hours per month.

##### **Environmental impact of the Proposal**

None

##### **Risk Assessment**

None

## **Financial Implications**

Recording levels have improved since the system was introduced in January 2010. However there is still a significant shortfall which suggests that the time allowed under the Agreement is not actually required.

## **Legal Implications**

The legislation covering Trade Union Recognition and Facilities arrangements is contained within the Trade Union and Labour Relations (Consolidation) Act 1992 within sections 168 and 170.

Where a Recognition Agreement exist, an employee who is an official of an independent recognised Trade union has a statutory right to reasonable paid time off during working hours to carry out trade union duties.

## **Proposal**

It is recommended that the time recording system remain in place and be reviewed together with the revised Trade Union Recognition and Facilities Agreement in July 2011.

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Appendices:

Appendix 1 – Trade Union Recognition and Facilities  
Appendix 2 – Trade Union Time Recording Spreadsheet.