

IMPLEMENTATION EXECUTIVE

13 MAY 2009

TIME OFF FOR TRADE UNIONS

1. At its meeting in December 2008 the Implementation Executive considered proposals from the Trade Unions for a new Time Off and Facilities Agreement to apply in the unitary authority. The Implementation Executive did not agree the level of paid time off sought. It referred the matter to the three port folio holders.
2. In accordance with this, further consultations have taken place with the Trade Unions which the port folio holders have considered. In March the Implementation Executive delegated responsibility for finalising the agreement to the Assistant Director, Local Government Staff Transition, in conjunction with the three port folio holders, with a report back on the outcome.
3. The arrangements reached to the satisfaction of the port folio holders are set out in the attached letter to Unison. The arrangement has the following features :-
 - 3.1 The amount of paid time off which has been agreed is about half that originally sought.
 - 3.2 There is no specific budget for the paid time off granted (reflecting practice in the previous authorities). It has to be met from existing budgetary provision.
 - 3.3 It reflects the uncertainty of requirements given that there is a new authority and new Unison Branch.
 - 3.4 All time off has to be sought and recorded.
 - 3.5 There will be a review in mid year at which time arrangements for 2010/2011 can be considered, based upon evidence of the first several months, upon projection of future need and evidence of the impact on operations.
4. Last December the Implementation Executive decided to leave the determination of the joint negotiating and consultative arrangements to apply in the new authority to that authority. A report on this will therefore be brought to an early meeting following the elections.
5. The Implementation Executive is asked to note this report.

RICHARD WOODROOFE

Assistant Director, LGR Staff Transition

APPENDIX A

27th April, 2009

Mr Gavin Brooks
UNISON
First Floor, Vintry House
Wine Street
BRISTOL BS1 2BD

Resources Department
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Our ref: RW/LCH

Dear Gavin

Time Off For Unison Representatives

At the last meeting of the Joint Consultative Committee I informed you that the three port-folio holders who have been considering the matter on behalf of the Implementation Executive were prepared to endorse the following agreement on time off for Unison representatives.

The agreement will apply from an immediate date, but depends upon me being able to inform Managers of those staff who hold office within Unison and are covered by this agreement. (I have just received this information from Sue Anderson which will enable me to circulate it).

The agreement will be reviewed part way during 2009/2010 by which time there will be evidence of the amount of time taken and its purpose, and better indication of likely future needs.

Therefore, can you please ask all representatives who are covered by this time off agreement to inform :-

1. His/her manager in advance of any time off sought as there may be operational considerations regarding the timing of specific requests.
2. The Director of HR/OD (Barry Pirie) in order that the review later this year can be conducted based upon recorded information.

The time off arrangements agreed by the port folio holders is as follows :-

1. In respect of those duties which are of joint interest and for which there is a statutory entitlement to reasonable paid time off :-
 - Secretary 12 Day per month
 - Chair 4 Days per month
 - Conveners (4 x 8) 32 Days per month

- Health & Safety Officers 4 Days per month
- Welfare Officer 1 Day per month
- Equality Roles 6 Days per month
- Conditions of Service Officer 1 Day per month.

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2. For matters which are primarily domestic to the Union, and for which there is no statutory right to paid time off, but which nevertheless is granted, a total of four days maximum per month for the Treasurer, Membership Officer, Communications Officer and Events Co-Ordinator plus four days per month between the Lifelong Learning Co-Ordinator and Education Officer

The Branch Organiser is not an employee of Wiltshire Council, but in line with previous arrangements between Wiltshire County Council and Unison, Wiltshire Council will fund the post to a limit of £22,000 per annum.

I hope that this letter is clear. Regards.

Yours sincerely

Richard Woodroffe
Assistant Director, LGR Staff Transition

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