



MEETING TITLE Trust Management Group		MEETING DATE Click here to enter a date.	
TITLE of PAPER	Trade Union Facility Time Publication Requirements	PAPER REF	
KEY PRIORITIES	Attract, develop and retain a highly skilled, engaged and diverse workforce		
PURPOSE OF THE PAPER	The purpose of this paper is to report the Trade Union facility time undertaken including the number of employees who received time off to carry out trade union duties. This information covers the period of representation from 1 April 2019 to 31 March 2020		
For Approval	<input type="checkbox"/>	For Assurance	<input checked="" type="checkbox"/>
For Decision	<input type="checkbox"/>	Discussion/Information	<input checked="" type="checkbox"/>
AUTHOR / LEAD	Alison Cockerill, Head of Employee Relations	ACCOUNTABLE DIRECTOR	Christine Brereton, Director of Workforce & OD
DISCUSSED AT			
PREVIOUSLY AGREED AT:	Committee/Group:	Date:	
RECOMMENDATION(S)	The Trust Management Group are asked to: <ol style="list-style-type: none"> Note the contents of the paper Note the facility time data will be published on the Trust's website on 30th September 2020. 		
RISK ASSESSMENT		Yes	No
Corporate Risk Register and/or Board Assurance Framework amended If 'Yes' – expand in Section 4. / attached paper		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Equality Impact Assessment - [New] If 'Yes' – expand in Section 2. / attached paper		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resource Implications (Financial, Workforce, other - specify) If 'Yes' – expand in Section 2. / attached paper		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Legal implications/Regulatory requirements If 'Yes' – expand in Section 2. / attached paper		<input checked="" type="checkbox"/>	<input type="checkbox"/>
ASSURANCE/COMPLIANCE			
Care Quality Commission Choose a DOMAIN(s)		2: Effective 4: Responsive	
NHSI Single Oversight Framework Choose a THEME(s)		3. Finance & Use of Resources Choose an item.	

Trade Union Facilities (Facility Time Publication Requirements) Time 2019/20

1. PURPOSE/AIM

- 1.1 The purpose of this paper is to set out the Trade Union facility time reported within YAS including the number of employees who received time off to carry out trade union duties. The cost to the Trust is also included.
- 1.2 This information covers the reference period 1 April 2019 to 31 March 2020. There are currently no penalties for failing to report this information.
- 1.3 The Trust supports the principles of collective bargaining and recognise the role trade unions can play in:
 - maintaining and developing good employee relations
 - assisting communication between the Trust and its workforce
 - representing individual employees.

2. BACKGROUND/CONTEXT

- 2.1 Under the Trade Union Facilities Regulations 2017, the Trust, as a public sector organisation, is legally required to report on union facility time, which is the time the Trust grants to employees to work as union officials. The publication requirements are to encourage employers within the public sector to monitor the amount of time and money spent on facility time and to promote transparency in light of public scrutiny.
- 2.2 Union colleagues during the relevant period of 1 April 2019 to 31 March 2020 are representatives from the following recognised trade unions.
 - Unison
 - GMB
 - Unite
 - RCN
- 2.3 A partnership agreement is in place recognising these unions and permitting them time off for union duties.
- 2.4 Appendix 1 shows the available data from the other Ambulance Trust in the last reporting period. YAS were comparable with other Trust data in 2018/19; 2019/20 data is not yet available.

3. FACILITY TIME PUBLICATION REQUIREMENT

- 3.1 As part of the submission, the Trust is required to publish a number of factors in relation to trade union time. The wording of the questions is set as part of the regulations.

3.2 The tables below show the data for the relevant period (1 April 2019 to 31 March 2020), however for the purpose of this paper a comparison, over a two year period, has been provided.

3.3 Table 1: Relevant union officials

What was the total number of your employees who were relevant union officials during the relevant period?

Year	Number of employees who were relevant union officials during the relevant period	Full-time equivalent employee number
2019/20	71	65
2018/19	58	52

3.3.1 As can be seen, there has been an overall increase in representatives as a result of trade unions recruiting and training more representatives.

3.4 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 (2019/2020)	Number of employees (2018/2019)
0%-0.9%	21	33
1-50%	43	21
51%-99%	6	0
100%	1	4

3.5 Table 3 Percentage of pay bill spent on facility time

3.5.1 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.

	2019/2020	2018/2019
Provide the total cost of facility time	£350,716	£160,440
Total pay bill	£212,158,000	£186,351,000
Provide the percentage of the total pay bill spent on facility time, calculated as:(total cost of facility time ÷ total pay bill) x 100	0.16%	0.09%

3.6 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?

	2019/2020	2018/2019
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%	0%

3.6.1 No representatives reported undertaking any activity time in Trust paid time in the last 2 years.

4. NEXT STEPS

4.1 To report this information to the following groups and publish as legally required:

- Joint Steering Group
- Trust Management Group
- To publish the information on the Trust Website on 30 September 2020
- To publish of the government website on 30 September 2020
- To publish in the Annual Report 2019/2020

5. RECOMMENDATIONS

For the Group to:

1. Note the contents of the paper
2. Agree for the Trust to publish the facility time data on the Trust's website.

6. APPENDICES

Appendix 1: Comparison of Trade Union Facilities Data against other Ambulance Trusts

Appendix 1: Comparison of Trade Union Facilities data against other Ambulance Trusts

ORGANISATION NAME	HEADCOUNT	NUMBER OF TU REPS	FTE NUMBER OF TU REPs	NUMBER OF TU REPs THAT SPENT 0% WORKING HOURS ON FACILITY TIME	NUMBER OF TU REPs THAT SPENT 1-50% WORKING HOURS ON FACILITY TIME	NUMBER OF TU REPs THAT SPENT 51-99% WORKING HOURS ON FACILITY TIME	NUMBER OF TU REPs THAT SPENT 100% WORKING HOURS ON FACILITY TIME	TRUST TOTAL PAY BILL	TOTAL COST OF FACILITY TIME	% OF PAY SPENT ON FACILITY TIME	% OF TOTAL PAID FACILITY TIME SPENT ON PAID TRADE UNION ACTIVITIES
North East Ambulance Service NHS Foundation Trust	1,501 to 5,000	34	33	17	16	0	1	88625000	55341	0.06	Negligible
South Central Ambulance Service NHS Foundation Trust Latest figures published 2017/8	1,501 to 5,000	63	60.35	13	49	1	0	102145050	179464	0.18	8.12
South East Coast Ambulance Service NHS Foundation Trust Latest figures published 2017/8	1,501 to 5,000	64	60	0	58	6	0	106334000	184651	0.17	0
South Western Ambulance Service NHS Foundation Trust	1,501 to 5,000	41	36.5	3	33	1	4	168492000	329654	0.24%	0.19
West Midlands Ambulance Service NHS Foundation Trust Latest figures published 2017/8	5,001 to 9,999	66	63.43	12	51	2	1	181124000	201169	0.11	0
Yorkshire Ambulance Service NHS Trust	5,001 to 9,999	71	55	21	43	6	1	1866033.59	350716	18.79%	0