

## Facility Time Publication Requirements

In accordance with the Trade Union (Facility Time Publication Requirements) Regulations 2017 this document reports on the facility time data that Southport and Ormskirk NHS Hospital Trust are required to collate and publish under the new regulations is shown below. We have included tables to illustrate the information required.

### **Table 1 - Relevant Union Officials**

The table below shows the total number of your employees who were relevant union officials from April 2017 – March 2018:

<b><i>Number of employees who were relevant union officials during the relevant period</i></b>	<b><i>Full-time equivalent employee number</i></b>
<b>21</b>	<b>19.33</b>

### **Table 2 - Percentage of time spent on facility time**

The table below shows how many of our employees are relevant union officials employed from April 2017 – March 2018 spent a) 0%, b) 1%-50%, c) 51%-99% or d) 100% of their working hours on facility time:

<b>Percentage of time</b>	<b>Number of Employees</b>
<b>0%</b>	<b>1</b>
<b>1-50%</b>	<b>20</b>
<b>51-99%</b>	<b>0</b>
<b>100%</b>	<b>0</b>

**Table 3 - Percentage of pay bill spent on facility time**

The table below provides that total cost of facility time, the total pay bill which determines the percentage of the Trust's total pay bill, is spent on paying employees who were relevant union officials for facility time from April 2017 – March 2018:

First Column	Figures
Provide the total cost of facility time	£122,204
Provide the total pay bill	£127,226,000
Provide the percentage of the total pay bill spent on facility time, calculated as: (total cost of facility time ÷ total pay bill) x 100	0.09%

**Table 4 - Paid trade union activities**

The table below provides 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 from April 2017 – March 2018:

<p><b><i>Time spent on paid trade union activities as a percentage of total paid facility time hours calculated as:</i></b></p> <p><i>(total hours spent on paid trade union activities by relevant union officials during the relevant period ÷ total paid facility time hours) x 100</i></p>	<b>30.72%</b>
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## Annex A - Glossary of terms

Term	Definition
Relevant public sector employer	<p>Regulation 7 defines what is a relevant public sector employer. This specifies:</p> <ul style="list-style-type: none"> <li>• Government departments, which include executive agencies and non-ministerial departments (other than the Secret Intelligence Service, the Security Service and the Government Communications Headquarters)</li> <li>• the Scottish Ministers and</li> <li>• public authorities described or listed in Schedule 1 of the regulations</li> </ul>
TU representative	<p>A relevant union official; ie:</p> <p>(a) a trade union official within the meaning of section 119 of the Trade Union and Labour Relations (Consolidation) Act 1992 (TULRCA);</p> <p>(b) a learning representative of a trade union, within the meaning of section 168A(11) TULRCA;</p> <p>(c) a safety representative appointed under regulations made under <a href="#">section 2(4)</a> of the Health and Safety at Work etc Act 1974</p>
Relevant period	<p>A period of 12 months beginning with 1 April, the <b>first</b> relevant period starts on 1 April 2017.</p>
Total pay bill	<p>Is the total amount of (the total gross amount spent on wages) + (total pension contributions) + (total national insurance contributions) during the relevant period.</p>
Full Time Equivalent (FTE) employee number	<p>The number of relevant trade union officials expressed as the number of full time equivalent employees.</p> <p>Calculated by establishing the number of full time employees and adding to that number a fraction in respect of those employees who are not full time.</p>

	(total number of full time employees) + (the total fractions of full time employee hours worked by all employees who are not full time).
Working Hours	Any time when an employee is required to be at work in accordance with their contract of employment.
TU Duties	Duties where there is a statutory right to reasonable paid time off during working hours to undertake recognised duties and to complete training relevant to their TU role. This arises under: <ul style="list-style-type: none"> <li>(a) section 168, section 168A of the 1992 Act (TULR(C)A)</li> <li>(b) section 10(6) of the Employment Relations Act 1999;</li> <li>(c) regulations made under section 2(4) of the Health and Safety at Work etc. Act 1974.</li> </ul>
TU Activities	Means time taken off under section 170 (1) (b) of the 1992 Act. <a href="#">TULR(C)A section 170</a> <p>There is no statutory entitlement to paid time off to undertake TU activities.</p> <p>However TU representatives are entitled to be granted reasonable unpaid time off to participate in TU activities.</p>
Paid TU Activities	Time taken off for TU activities under section 170 (1) (b) of the 1992 Act in respect of which a TU representative receives wages from the relevant public sector employer. <p>There is no statutory entitlement to paid time off to undertake activities.</p>
Total paid facility time hours	Total number of hours spent on facility time by TU representatives during a relevant period. <p>Does not include hours attributable to time taken off under section 170(1)(b) of the 1992 Act in respect of which a TU representative does not receive wages.</p>

Hourly cost	For each employee: (the gross amount spent on wages) + (pension contributions) + (national insurance contributions) divided by the number of hours during the relevant period.
Total cost of facility time	For each employee who was a TU representative during the relevant period, facility time cost is calculated by: (Hourly cost for each employee x number of paid facility time hours)  Total facility time cost is calculated by adding together the amounts produced by the calculation of facility time cost for each employee.  In calculating this figure the wages of any employee who can be identified from the information being published must be expressed as a notional hourly cost to represent the employee's wages.
Local authority	A full list of organisations defined as local authorities can be found in Schedule 1 of the regulations <a href="#">Schedule 1</a>
Local Authority Employees	
Central function employees	Employees of the authority or Council other than  a) its fire and rescue function employees; and b) its education function employees
Education function employees	Persons employed by virtue of section 35(2) of the Education Act 2002 (staffing of community, voluntary controlled, community special and maintained nursery schools);
Fire and rescue function employees	Employees employed to carry out functions that the authority or Council has because it is a fire and rescue authority (see section 1 of the Fire and Rescue Services Act 2004)