

FACILITY TIME REPORTING TEMPLATE

Facility Time Publication Requirements

The facility time data organisations are required to collate and publish under the new regulations is shown below.

- a) **Trade Union (TU) representative** – the total number of employees who were TU representatives during the relevant period.

<i>Number of employees who were relevant union officials during the relevant period</i>	<i>FTE employee number</i>
15*	15FTE*

- b) **Percentage of time spent on facility time** – How many employees who were TU representatives/ 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.

<i>Percentage of time</i>	<i>Number of representatives</i>
0%	0
1-50%	14
51%-99%	1
100%	0

- c) **Percentage of pay bill spent on facility time** - percentage of the total pay bill spent on paying employees who were TU representatives for facility time during the relevant period.

Total cost of facility time	£56584**
Total pay bill	£126,690,331
Percentage of the total pay bill spent on facility time, calculated as: (total cost of facility time ÷ total pay bill) x 100	0.04%

- d) **Paid TU activities** - As a percentage of total paid facility time hours, how many hours were spent by employees who were TU representatives during the relevant period on paid TU activities.

Time spent on paid TU activities as a percentage of total paid facility time hours calculated as:	3195 hours
(total hours spent on paid TU activities by TU representatives during the relevant period ÷ total paid facility time hours) x 100	100%

*only 15 representatives have provided recorded facility time. Missing information from x2 Unite reps and x4 teaching union reps

** 8 months actual data provided and averaged up to equate to 12 months