

Southend-on-Sea City Council Trade Union Facility Time Report for 2023-24

The Trade Union (Facility Time Publication Requirements) Regulations 2017 put in place the provisions in the Trade Union Act 2016 requiring relevant public sector employers to publish specified information related to facility time provided to trade union officials which must be published on a Government website and on the organisation's own website. These reports are published annually by 31st July for the period 1st April of the previous year to 31st March of the current year.

In the case of a Local Authority, it must comply with the reporting requirement separately in relation to

- its central function employees;
- its education function employees; and
- its fire and rescue function employees

The Council does not have fire and rescue function employees so this report provides two sets of figures – those for facility time relating to 'Central Function employees' (City Council Employees) and facility time relating to 'Education Function Employees' (Community School Employees).

The information that has to be published is set out at Schedule 2 of the Regulations, in the form of tables. This report uses the format of those tables to set out the required information in the two sets of figures set out below.

Central Function Employees (City Council Employees)

Report for the year commencing April 2023

Table 1

Relevant union officials

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

Number of employees who were relevant union officials during the relevant period 10

Full-time equivalent employee number 1.23 (total employed hours of all the representatives including time acting as a representative and time working).

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

0%, b) 1%-50%, c) 51%-99% or d) 100% of their working hours on facility time?

| Percentage of time | Number of employees |
|--------------------|---------------------|
| 0% | 3 |
| 1-50% | 6 |
| 51%-99% | 1 |
| 100% | |

Table 3

Percentage of pay bill spent on facility time

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.

| First Column | Figures |
|---|------------------------|
| Provide the total cost of facility time | £60,579.03 |
| Provide the total pay bill | £106,585,530.74 |
| Provide the percentage of the total pay bill spent on facility time, calculated as: (total cost of facility time ÷ total pay bill) x 100 | 0.06% |

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?

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)

9.03%

Education Function Employees (Community School Employees) Report for the year commencing April 2023

Table 1**Relevant union officials**

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

Number of employees who were relevant union officials during the relevant period 1
Full-time equivalent employee number 0.04 (total employed hours of all the representatives including time acting as a representative and time working).

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

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 employees</i> |
|---------------------------|----------------------------|
| 0% | |
| 1-50% | 1 |
| 51%-99% | |
| 100% | |

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

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.

| <i>First Column</i> | <i>Figures</i> |
|---|-----------------------|
| Provide the total cost of facility time | £2160.53 |
| Provide the total pay bill | £18,339,731.43 |
| Provide the percentage of the total pay bill spent on facility time, calculated as: (total cost of facility time ÷ total pay bill) x 100 | 0.01% |

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?

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

12.5%