



UK Trade Union Facility Time Reporting for the period April 2024 to March 2025

1. Statutory Requirement

Under Section 13 of the Trade Union Act 2016 and The Trade Union (Facility Time Publication Requirements) Regulations 2017, relevant employers (including HEIs) have to collate and publish, on an annual basis, a range of data on the amount and cost of facility time within their organisation.

The purpose of these regulations is to promote transparency and allow for public scrutiny of facility time. Employers are required to publish data in four tables (outlined in Schedule 2 of the Regulations) as detailed in the table set out below.

2. Recognition at Heriot-Watt

The University recognises the following unions: University and College Union (UCU), Unison and Unite.

Union representatives have a statutory right to reasonable time off for trade union duties and for trade union activities. Whilst these rights allow for a reasonable level of paid time off for trade union duties, this does not extend to paid time off for trade union activities. The University has [Terms of Reference](#)¹ which set out the formal framework of the Combined Joint Consultation and Negotiation Committee (CJNCC) and its approach to dispute resolution. Facility time is the provision of paid or unpaid time off from an employee's normal role to undertake Trade Union duties and activities as a Trade Union representative.

At the start of the 2024-25 HWU Financial year, paid facility time was formally confirmed as continuing to be 2.6 FTE for UCU, Unite and Unison, to be allocated across individuals as each union felt appropriate.

It is recognised that TU Reps also carry out unpaid work as part of their TU activities, but this return reflects the allocation and cost of paid facility time.

3. Heriot-Watt Statutory Return

The reporting year follows the Government Financial Year of April-March, whereas our Facility Time is allocated on the Heriot-Watt University Financial Year of August-July. Therefore the figures on the statutory return reflect a blend of two Heriot-Watt Financial Years.

a) **Reporting Period:**

1 April 2024 to 31 March 2025

b) **Employees in organisation**

1,501 to 5,000 employees

¹ Reviewed annually

- c) **Trade union representatives and full-time equivalents**
Trade union representatives: 14
FTE trade union representatives: 13.5²
FTE time allocated across unions: 2.6³
- d) **Percentage of working hours spent on facility time**
0% of working hours: 0 representatives
1 to 50% of working hours: 14 representatives
51 to 99% of working hours: 0 representatives
100% of working hours: 0 representatives
- e) **Paid trade union duties and activities**
Hours spent on paid facility time: 3880 (total spent on duties AND activities)
This includes paid TU duties AND paid TU activities – see Appendix 1
Estimated hours spend on paid facility time for Trade Union Duties: 3492
Estimated hours spent on paid facility time for Trade Union Activities: 388
- f) **Total pay bill and facility time costs**
Total pay bill: £127m⁴
Total cost of facility time: £146.700
Percentage of pay spent on facility time: 0.12%

Susan McKenzie
Employee Relations Manager
September 2025

² The headcount number of reps changed over the period; this includes the FTE of those who left part-way through the reporting period and those who were allocated paid facility time towards the end of the reporting period.

³ Some reps contractual working week work may be either more or less than 35 hours (1FTE)

⁴ All UK campuses including Oriam

Appendix A - Examples of what constitutes Trade Union Duties and Trade Union Activities

Examples of trade union duties (paid)

- duties connected with collective bargaining – for example, on terms and conditions of employment, redundancy, allocation of work
- taking part in a negotiation or consultation process – including meeting and corresponding with managers, and informing union members of progress and outcomes
- attending a disciplinary or grievance hearing, with trade unions, including allowing reasonable time to prepare
- attending training for the trade union representative role

Examples of trade union activities (paid or unpaid)

- discussing internal union matters, attending local branch meetings
- dealing with internal administration of the union – for example, answering union correspondence, organisation of branch
- attendance at union or TUC conferences or personal development that is not formal training/accreditation for TU reps (unpaid)