Trade Union Facility Time Reporting for the period April 2017 to March 2018

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

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 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.

Section 13 of the Trade Union Act 2016 introduced a new requirement to publish data on facility time in ‘public sector employers’ including HEIs. The Trade Union (Facility Time Publication Requirements) Regulations 2017 came into force on the 1st April 2017 and details the requirements. Relevant employers now 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 now required to publish data in four tables (outlined in Schedule 2 of the Regulations) as detailed below:

**Heriot-Watt University**
1 April 2017 to 31 March 2018

**Employees in organisation**
1,501 to 5,000 employees

**Trade union representatives and full-time equivalents**
Trade union representatives: 12
FTE trade union representatives: 10.7

**Percentage of working hours spent on facility time**
0% of working hours: 6 representatives
1 to 50% of working hours: 6 representatives
51 to 99% of working hours: 0 representatives
100% of working hours: 0 representatives

**Total pay bill and facility time costs**
Total pay bill: £83000000
Total cost of facility time: £80403
Percentage of pay spent on facility time: 0.10%

**Paid trade union activities**
Hours spent on paid facility time: 2296.5
Hours spent on paid trade union activities: 2296.5
Percentage of total paid facility time hours spent on paid TU activities: 100.00%