



## UK Trade Union Facility Time Reporting for the period April 2020 to March 2021

### 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, 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.

At the start of the 2020-21 HW Financial year, paid facility time was formally granted as FTE for UCU, Unite and Unison, to be allocated across individuals as each union felt appropriate. The amount of paid Facility Time allocated was in recognition of the important role Union Representatives had in working with management in relation to responding to the impact of the Covid pandemic and the change management programme which required additional regular meetings and representation in formal consultation.

This allocation has been approved unchanged for the 2021-22 year and will be reviewed towards the end of next year.

It is recognised that TU Reps also carry out unpaid work in 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 2020 to 31 March 2021
- b) **Employees in organisation**  
1,501 to 5,000 employees
- c) **Trade union representatives and full-time equivalents**  
Trade union representatives: 14  
FTE trade union representatives: 11.98<sup>1</sup>  
FTE time allocated across unions: 3.11<sup>2</sup>
- d) **Percentage of working hours spent on facility time<sup>3</sup>**  
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**  
Hours spent on paid facility time: 4,865.2  
Hours spent on paid trade union duties: 4,865.2  
Percentage of total paid facility time hours spent on paid TU duties: 100%
- f) **Total pay bill and facility time costs**  
Total pay bill: £ 99,217,235.77<sup>4</sup>  
Total cost of facility time: £130,977.68
- Percentage of pay spent on facility time: 0.13 %

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Head of Employee Relations and Policy  
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<sup>1</sup> The headcount number of reps changed over the period; this reflects 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.

<sup>2</sup> Some reps working week is more than 35 hours, (+ 1FTE) and affects the overall calculation

<sup>3</sup> Assumes the total paid facility time allocated has been taken up on paid activities

<sup>4</sup> All UK campuses including Oriam