

## Trade Union Facilities

### 1. Policy

The Council intends that time off, with pay, will be granted to Trade Union officials to enable them to carry out their industrial relations duties as set out in the A.C.A.S. Code of Practice 'Time off for Trade Union duties and activities' revised May 1991 (paragraphs 8-14, Appendix 'A'). The Council also intends that time off for Trade Union activities and Training, will be granted in accordance with the code (paragraph 15-24, Appendix 'B').

The Council accept that the 'steward' system is vital to the maintenance of good industrial relations since it assists in the resolution of difficulties at the lower possible level. The Council however, accept that there are some issues which may require a corporate decision and therefore acknowledge the role of Branch Officer in these matters.

### Recognised Trade Unions

For the purpose of this Policy the recognised Trade Unions of this Council are:-

UNISON	APEX	A.C.T.S.S.
T.G.W.U.	CYWU	G.M.B.
M.P.O.	U.C.A.T.T.	E.E.P.T.U.

### Time off for Trade Union Duties

Officials of recognised Trade Unions are entitled to reasonable time off where the duties are concerned with:-

- Terms and Conditions of employment
- Engagement, non engagement, terminations, suspension of employment
- Allocation of work
- Matters of discipline
- Trade Union membership or non membership
- Facilities for officials of Trade Union
- Negotiation/consultation with Management and appropriate pre-meetings

## **2. Payment for Time Off for Trade Union Duties and Activities**

Where approval is granted for trade union duties paid leave of absence will be permitted. Payments will be made at average earnings/normal salary whichever is applicable. (Where the duty is carried out at a time when the steward would not otherwise have been at work compensatory time off will not be allowed).

The Council recognises that in order to operate effectively and democratically, Trade Unions need the active participation of members. Where the member is acting as a representative of a recognised Union, up to a maximum of 1 hour per steward per month will be granted for attendance at:-

- Branch, area, regional meetings of the Union, where the business of the Union is under discussion
- Executive Committee meetings

In accordance with the A.C.A.S. Code there is no requirement that Union members or representative be paid for time off taken for Trade Union activities. Where approval is granted in accordance with paragraph 2.9 this procedure, Time Off up to a maximum of 1 hour per month will be paid to stewards. Each application will be considered on its own merits having regard to the reasonableness of the request, agreed time off already taken, or in prospect. Managers and Unions should seek to agree a mutually convenient time e.g. the end of the day which minimises the effect on services provided by the Council.

### **Training**

The Council will support, with paid time off courses for Trade Union representatives as hitherto i.e. Stage 1 and Stage II or T.U.C. Shop Steward Training, and where necessary, Stage I and Stage II of the T.U.C. Health and Safety representative courses. Any further requests for training will be dealt with separately and considered by General/Service Managers bearing in mind the needs of the service.

### **Branch Officers**

It is acknowledged by the Council that time off in addition to that set out in paragraph 1.4 is required for Branch Officers to carry out specific responsibilities associated with their position in the Union branch. It is further recognised that such officers have a vital role to play in the maintenance of good corporate industrial relations.

### **Corporate Issues**

Each recognised Trade Union with more than 250 members will be granted an amount of time off for dealing with corporate issues in accordance with the following formula.

1 day each week per 500 members and in addition

Where Union membership is in excess of 5,000, 2 additional days will be allocated.

This time would be funded centrally, and Trade Unions will be required to provide the Head of Personnel Services with details of time allocated to individual Branch Officers.

### **Members Meetings**

Requests for Members meetings in the Council's time will be dealt with on their merits

### **Joint Meetings**

As far as joint meetings with management are concerned the following will apply:-

- Where shift/part-time workers are requested to attend a joint meeting outside their normal working hours, compensatory time off in lieu will be allowed.
- Joint meetings lasting beyond the end of a normal working day overtime is not payable.
- Reasonable travelling expenses will be paid to stewards attending joint meetings.

### **Annual Conference**

Employees who are properly appointed delegates to the annual conference of their Trade Union must make an individual application to their General/Service Manager in respect of paid leave of absence to attend the annual conference.

### **Requests for Time Off**

Management has the right to take into account the operational needs of their sections when considering requests for time off. Trade Union representatives should seek management authorisation by completing a Time Off request document. At the end of each month the form is to be forwarded to the relevant administrative/staffing section.

### **Accommodation**

The Council will provide the Trade Unions with reasonable office facilities for the purpose of conducting official business. Where the volume of the work justifies it, dedicated office space will be allocated. Trade Unions will be expected to pay for telephones, copying and other facilities.

TRADE UNION FACILITIES

TIME OFF REQUEST

NAME OF STEWARD \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

SERVICE AREA \_\_\_\_\_

DATE	PURPOSE OF REQUEST	TIME REQUESTED	MANAGER AUTHORISED	TIME OUT	TIME IN	TIME DUTIES	TAKEN ACTIVITIES