

## **Bridlington School**

### **Facility Time Off and Travel Allowances for Trade Unions**

**(including Protocol for Supply Cover for Teacher Association  
Facility Time)**

**(statutory)**



<b>Approved by:</b>	Strategic Development Committee	<b>Date:</b> 06/02/2019
<b>Last reviewed on:</b>	December 2016	
<b>Next review due by:</b>	LA to Review	

# Facility Time Off and Travel Allowances for Trade Unions

## Facility Time Allocation

Association of Teachers and Lecturers	0.40 wte.* (Colin Cranmer)
National Association of Headteachers (NAHT)	0.45 wte*
National Association of Schoolmasters Union of Women Teachers (NASUWT)	1.00 wte* (Howard Nind; Mon-Fri)
National Union of Teachers (NUT)	1.00 wte* (Damian Walenta)
Unison	0.5 wte (Phyllis Foster; Tues, Wed, Thurs)
General, Municipal and Boilermakers	3 days pw (Colin Crisp; Mon, Tues, Wed)
Unite	3 days pw (Robin Weightman; Tues, Wed, Thurs)
Community and Youth Workers Union	5 days per term*
National Association of Teachers in Higher and Further Education	6 hours per week over 38 weeks*
Managerial and Professional Officers	)
National Association of Education Inspectors, Advisors and Consultants	)
Association of Youth and Community Workers	) No specific time off agreed for
National Association of Youth and Community Workers	) these unions. Any paid time off
Amalgamated Engineering and Electrical Union	) is limited to that which is
Union of Construction, Allied Trades and Technicians	) considered reasonable to meet the
	) requirements of legislation
	)
	)

\* Time off to include up to 10 management initiated meetings per annum.

## Facility Time Off and Travel Allowances for Trade Unions

This agreement applies only to East Riding of Yorkshire Council and excludes any other public sector bodies and academies, with the exception of Academies within the East Riding who have a school/schools in the East Riding and buy back into the Local Authorities trade union facilities time arrangements for that school/s where the recognised representative is employed within that School. The Teacher trade union via their Joint Secretaries Group will inform HR each year of the allocation of the 2.85 wte afforded to the teaching trade unions.

### **Travel Allowances for Trade Union Representatives**

Whilst carrying out employee representation duties, trade union representatives will be entitled to the following mileage allowances:-

UNISON convenor	All mileage incurred whilst carrying out trade union duties
Senior Trade Union representative of General, Municipal and Boilermakers Union	Mileage incurred whilst carrying out trade union duties up to 350 miles per month
UNITE	Mileage incurred whilst carrying out trade union duties up to 350 miles per month
Other Trade Union Representatives	Mileage incurred at departmental and authority wide JCCs (approximately 3 times per annum each)

Trade Union Representatives should seek to be conveyed to a meeting by a vehicle of East Riding of Yorkshire Council or by an employee in receipt of a car allowance before mileage will be payable by the Council.

Claims for these journeys should be submitted to the Head of Human Resources and Support Services for authorisation.

# Facility Time Off and Travel Allowances for Trade Unions

## Time Off for Trade Union Duties and Activities - TU Representative Approval Process

The Council aims to follow the ACAS Code of Practice in respect of time off for trade union duties and activities.

The ACAS Code of Practice titled 'Time off for trade union duties and activities' is issued under Section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992. The most up to date version of the ACAS Code can be found on their website.

ACAS definitions are used by the Council and a union representative means an employee who has been elected or appointed by the union to be a representative of all or some of the union's members in the East Riding of Yorkshire Council. This definition is intended to equate with the term 'trade union official' for the purposes of time off.

The term 'union full-time officer' means a trade union official who is employed by a trade union to represent members where the union is recognised for collective bargaining purposes.

In order to request time off employees\* must be an approved union representative.

The process for the Council to approve requests for employees who are approved union representatives is as follows:

The relevant trade union must notify the HR Advice Centre (via the HR Helpdesk email) of the request and include the full name, job title and line manager of the employee and the proposed commencement date of union duties. This must include the name of the representative they are replacing.

HR will email the request to the relevant line manager for a decision.

Once a decision is made HR will inform the trade union accordingly and keep a record of all union representatives.

When the employee ceases to be a union representative the trade union must again notify the HR Advice Centre of the date the duties will cease. HR will update the records.

\*Employee refers to an employee within a school or an Academy within the East Riding who have a school/schools in the East Riding and buy back into the Local Authorities trade union facilities time arrangements for that school/s where the recognised representative is employed within that School.

# Facility Time Off and Travel Allowances for Trade Unions

## Protocol for Supply Cover for Teacher Association Facility Time

This protocol is based on a belief that both the recognised teachers' organisations and East Riding of Yorkshire Council accept joint responsibilities for ensuring a well ordered system of industrial relations and allowing Trade Unions/Professional Associations to carry out their responsibilities.

The global amount of facilities time has been agreed between the Authority and the recognised Trade Unions/Professional Associations including the name and availability of the actual trade union representative as detailed on page 1 of document I2. The Teacher trade union via their Joint Secretaries Group will inform HR each year of the allocation of the 2.85 wte afforded to the teaching trade unions. The amount determined is subject to annual review.

### Process

Once the distribution of the global amount has been agreed it is the responsibility of each Trade Union/Professional Association to allocate facilities time to lay officers to fulfil their union responsibilities, eg training, health & safety, individual employee representation etc.

The amount of facility time allocated to each Trade Union/Professional Association includes time for the attendance at a maximum of 10 management initiated meetings per year for consultation (the equivalent of 5 days supply at average costs).

In order for schools to receive reimbursement for supply cover to cover the absence of a teacher undertaking union duties they must submit a **termly claim form** to be processed. Forms are available from Schools Admin Support, Room CF64, County Hall, Beverley or by emailing [schools.admin.support@eastriding.gov.uk](mailto:schools.admin.support@eastriding.gov.uk). All forms should be completed clearly with a record of all union duties undertaken in that term and be signed by the representative/employee, the Head teacher and the Union Secretary. There must be a segregation of duty. Schools should ensure that all claims for union duties that are submitted for processing are accurate and in accordance with Council policy and adopted systems.

Schools should submit claims for processing on flow to avoid delays in payment and by no later than two weeks following the end of term. All claims should be in accordance with the facilities budget and time agreed and for the TU representatives named in the I2 document. From time to time additional meetings may be required for trade union attendance. Any additional facilities time requested/claimed by Trade Unions outside of the facility time off agreement must be agreed in advance with the school/Local Authority. **This will also include agreed time off for academy duties and applies only to academies who have bought into the facility time agreement, the amount determined on annual basis.** Local representatives may at times make claims for facilities time off, when covering for named representatives for example. In these cases it is important that the claim form is completed accurately and is authorised by the Union Secretary. The amount claimed must be part of the agreed facilities budget for that corresponding union.

## **Facility Time Off and Travel Allowances for Trade Unions**

The value Spine Point M6 on the main scale for teachers will be used as the average teacher salary for determining the overall facilities time budget and the reimbursement to schools. The current rate of pay for Union Duties is £205 per day. Any change to the rate will be reviewed each September when the teachers pay rate is reviewed.

Any forms which are not completed correctly or not signed by the appropriate person will be returned and not processed until the correct information has been supplied.

**Support Services will contact the County Secretary each year to review the names and sample signatures for those representatives in schools likely to be making reimbursement claims for their**