**1. Reporting Trade Union Representatives**

* 1. **How should trade unions notify NHSBT of any changes to trade union representative status?**

The process for notification of both new or ceasing representatives is to contact HR Direct via one of the following methods:

* Telephone: 0117 322 7700
* Postal Address: NHSBT Filton Centre, 500 North Bristol Park, Northway, Filton, Bristol, BS34 7QH
* On-line Form: <https://nhsbt.service-now.com/sp?id=people_services>
* Email: [HRDirect@nhsbt.nhs.uk](mailto:HRDirect@nhsbt.nhs.uk)
  1. **How are the records maintained and up to date?**

NHSBT will hold a central record of the representatives by union and this information will be made available to the relevant National SPC Representatives annually for validation and update to ensure complete and accurate records are maintained.

* 1. **Do I need the commitment of my manager if I wish to become a union representative?**

NHSBT has a commitment to working in partnership with recognised trade unions and this commitment is covered in the NHSBT partnership agreement available on People First.

<https://peoplefirst.nhsbt.nhs.uk/People%20First%20-%20Document%20Library/HR/Policy%20-%20Working%20In%20Partnership%20Agreement%20And%20Framework.pdf>

To understand the commitment and ahead of agreement, managers may request to meet with you to understand and agree:

* Any routine requests – regular meetings/events
* Any normal or minimum notice periods required
* Service and Operational impact considerations – to enable discussion on how these may be mitigated
  1. **Do I need to seek my manager’s approval for paid time off for trade union duties or activities?**

Yes, you need to notify your manager of your request for time off, including the date and duration of time needed for the trade union duty or activity. This approval should be requested in advance with as much notice as possible, to enable your manager to be able to plan for operational cover.

* 1. **Am I required to notify my manager of the nature of the meeting that I am attending?**

It is helpful if you confirm to your manager whether you are attending a consultation meeting, partnership meeting, service improvement meeting, job evaluation, representing a union member or undertaking training and the likely duration of the time off that will be required.

You are not required to give the name of any members that you are representing.

* 1. **Are there circumstances in which my time off request will not be granted?**

Ordinarily, time off requests are granted in line with our partnership agreement provided that arrangements for making a request with notice are adhered to. Granting time off takes into account the circumstances of the request and exigencies of the service.

Theexpectation is that turning down a request should be minimal and subject to review if the decision is challenged.

**2. Recording Trade Union Paid Time Off**

**2.1 Why are we required to collect data on time off for trade union work?**

We have legal obligations arising from the “Trade Union (Facility Time Publication Requirements) Regulations 2017” to annually report paid time off for trade unions on our website and in our annual accounts by 31st July each year. The data reported refers to the previous financial year, so in July we are reporting on paid time off during the previous financial period i.e.1 April – 31 March. (Any trade union related activities undertaken outside of paid employment are not reported.)

**2.2 Who is responsible for entering the data and how?**

Representatives are responsible for entering and submitting their own trade union hours worked. I.e. union work undertaken, which is during paid time and away from their normal workplace, via a separate login in EASY. Representatives are encouraged to input hours monthly and ideally within two months, particularly at year end to enable reporting of data within the published timetable.

**2.3 What data is being collected?**

Paid time off for trade union work undertaken is collected against the relevant category (full descriptions in the guidance document) to enable analysis of information and confirmation of the information for publication each year, following discussion with our Joint Officers.

The time worked is reported hours (rounded to the nearest half an hour). Travel time, if paid, should be included as hours worked.

**2.4 How will the data be used?**

Six-monthly data reports will be reviewed centrally by NHSBT SPC to allow time for data to be checked to ensure we can publish robust, complete data each year.

**2.5 What is published and where?**

NHSBT must publish the following information for each year, by 31 July each year.

* Number of employees who were relevant union officials
* How many employees who were relevant union officials spent a) 0%, b) 1 – 50%, c) 51-99% or d) 100% of their working hours on facility time
* Percentage of the total pay bill spent on facility time
* Time spent on paid trade union activities as a percentage of total paid facility time hours

This information is published on the Government website, NHSBT’s corporate website, and facility time data is also included in the Annual Report for that year.

**2.6 Who will have access to my specific data?**

Your time off data is held in the electronic EASY system.

Your line manager will be asked to retrospectively authorise your paid time off via the EASY system in line with any other EASY records.

Reports on time off granted may be accessed by the People Directorate for time off reporting purposes.

Reports on time off data is also available to line managers for members of their team. It is not available to line managers from other departments.

Each National Union officer will receive a copy of the data for their relevant union and are encouraged to raise any questions which arise from this with representatives directly or with the Associate People Director, to enable any necessary and relevant monitoring, analysis and amendments to be made prior to publication.

**2.7 Why is the paid time off recorded as “absence”?**

This is a category definition within the EASY system and refers to a period of time away from your substantive role, rather than absent from work. The paid time off for trade union work is extremely valuable to NHSBT and is not in any way a period of non-attendance**.**