



Ribble Valley  
Borough Council

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# **FACILITIES AGREEMENT TIME OFF FOR TRADE UNION DUTIES**

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# Agreement Administration

## Ownership

For any queries about this policy, please contact the plan owner.

<b>Department</b>	Human Resources		
<b>Owner</b>	Dawn Evan-Storey	<a href="mailto:Dawn.Evans-Storey@ribblevalley.gov.uk">Dawn.Evans-Storey@ribblevalley.gov.uk</a>	01200 414402
<b>Committee</b>	Personnel Committee		

This policy is maintained and published on behalf of Ribble Valley Borough Council. A copy of this policy will be published on the Council Intranet and will be reviewed and updated as stated below.

## Version control and review date

Version	Date	Reason for Publication	Approved by Committee / Date	Review Date
V1	October 2016	Review of the policy	Personnel Committee October 2016	As and when needed
V1.2	January 2022	Updates made to branch committee at point 10	Personnel Committee January 2023	As and when needed
V1.3	January 2024	Updates made to branch committee at point 10	Personnel Committee January 2024	As and when needed
V1.4				

This policy will be reviewed, as a minimum, on an annual basis. However, consideration should be given to reviewing the policy should there be any changes in legislation or guidance. The policy/procedure owner will ensure the document is reviewed as stated.

## Equality implications

Action	Yes / No
An Equality Impact Assessment (EIA) has been completed	Yes

## Supporting documents or legislation relating to this policy

Please include any supporting documents / legislation
1.
2.
3.
4.

## **FACILITIES AGREEMENT TIME OFF FOR TRADE UNION DUTIES**

1. The Branch Secretary will be allowed 1 hour between 11am and 12 noon on Mondays, and Fridays, and between 2pm and 3pm on Wednesdays, to deal with union matters.
2. The Branch Secretary may book one of the rooms in the Council Offices to use during this time.
3. In addition, the Branch Secretary will be allowed to attend any meetings called by the Employer e.g. CMT, monthly meetings with the Head of HR, attendance at capability/review meetings, disciplinary hearings etc. The Branch Secretary will also be allowed up to an hour of preparation time for any of these meetings.
4. The Branch Secretary will be allowed to deal with urgent emails or phone calls on union matters outside the weekly allowance provided they are dealt with promptly. In most cases it is expected that the Branch Secretary will respond with a 'holding' email/telephone call and defer dealing with a matter until the next prescribed 'slot' as outlined at point 1.
5. The Branch Secretary will also be allowed to attend any regional or national meetings where matters relevant to NJC terms and conditions are to be discussed. A schedule of regular meetings should be submitted to the Head of Service (with a copy to the relevant flexi administrator) for approval at the beginning of the year where possible, so that service delivery is not adversely affected by the representative's absence. Any additional extra ordinary meetings will need to be approved in advance by the Head of Service.
6. If the Branch Secretary has any other official role that requires attendance at National meetings e.g. Regional representative, he/she will be allowed to attend subject to approval from the Head of Service. Compensation for attendance at such meetings will be claimed back from UNISON Regional offices.
7. Union members will be given up to an hour to attend the Annual General Meeting. The Council Chamber can be booked for the meeting.
8. The Branch Secretary and any associates must clock out when dealing with Union matters as outlined above (with the exception of point 4 above) or deal with matters in their own time.
9. The Branch Secretary and associates will be allowed time for official union training subject to the approval of their Head of Service and existing workloads/impact on service delivery. Requests to attend the training must be submitted to the Head of Service well in advance. Members who attend training will be credited with a standard half or full day as per our normal arrangements for training.
10. The current Branch Secretary is Linda Boyer.

Vacant	Chair
Christine Speak	Membership and Communications
James Marshall	Treasurer
Karen Kenyon	Health and Safety Officer
Peter Lancaster	Sports/Social
Liz Nash	Welfare
Lauren Bury	Workplace Contact
Tracie Hamilton	Workplace Contact

All the above named must clock out if they are dealing with Union matters during works time and complete a flexi adjustment card accordingly.

Signatures:

*M. H. Scott*

.....Chief Executive

*Deborah*

.....Head of HR

*Auroa Bayet*

.....UNISON Branch Secretary