

Trade Union Facility Time Reporting 1 April 2023 – 31 March 2024

Purpose

The Trade Union Facility Time Publication Requirements 2017 requires public sector employers to report on information relating to time spent on union duties and activities (i.e., 'facilities time') by its staff who are union representatives. There is also a requirement to report on the percentage of the pay bill spent on union activities and duties.

Background

The reporting requirements are very specific and in isolation this information will not have much meaning. Therefore, the following background information should enable a better understanding of the information which we report. Bright Futures Educational Trust has a good working relationship with the Trade Unions that represent its workforce. A Recognition and Procedure Agreement was agreed with Unions in 2016 and was last reviewed in February 2024. In summary this operates at several levels:

Trust-wide.

- A Joint Consultation and Negotiation Body (JCNB) which comprises regional union officials and Bright Futures' senior leaders representatives, meets every term to consult on various matters and share information. Typical agenda items include consultation on local interpretation of national agreements on pay for teachers and associate staff and consulting on staff policies and procedures.

As Bright Futures is not the employer of these regional officials; their time is not reported in our statutory reporting response.

School specific matters.

- If and when the need arises, for example when a school restructures its staffing, regional officials will form a consultation body and meet with the Director of HR and Strategy and the Principal to consult on all matters relating to any impact on staff.

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- Some local day to day matters in school are consulted on by the Principal/Head of School with any union representatives who are employed by the school, for example, the directed time schedule for teaching staff or employee relations matters affecting the school workforce for time to time. The amount of time spent on this during the reporting period, is provided in the summary below. Employed union representatives are given paid time off their normal job to take part in these discussions.

Support for individuals.

- There are occasions when staff ask for a union representative to accompany them to formal meetings such as disciplinary, capability or sickness meetings. The unions thoroughly train a number of representatives to provide this more complex and technical support to their members. These are representatives who are not employed by Bright Futures but are employed by another school or a local authority and they must take time off their normal day job to provide this support. Therefore, Bright Futures, like a large number of schools, pays into the relevant local authority funding pot, which is used to refund the employer of these representatives.

As Bright Futures is not the employer of these regional representatives, their time is not reported in

our reporting response. The sum of money reported in the table below is what was paid into these local authority funding arrangements during the reporting period.

- Representatives employed by Bright Futures also provide some more general and less technical support to staff such as helping them put together a flexible working request, prepare for an informal meeting with a line manager or act as a sounding board to staff. The amount of time spent on these activities during the reporting period, is provided in the summary below.

Statutory Reporting

The information (below) is what has been reported to the government via a website reporting portal:

1. Relevant Union officials. Bright Futures employed 12 full time equivalent staff across its twelve schools during the reporting period, who were trade union representatives. This has reduced from 13 in 2022-23 reporting period.

2. Percentage of time spend on facility time by Bright Futures employees:

1 employed Bright Futures representatives spent 6-10% of their working time on facility time

11 employed Bright Futures representatives spent between 1%-5% of their time on facility time.

The response to the government does not allow for any breakdown of this data as anytime spent is reported as between 1-50% of working time.

3. Percentage of pay bill spent on facility time in the reporting period. This information provided relates to the amount paid into the local authority funding arrangements for the period:

| | |
|--------------------------------------|-------------|
| Total cost of facility time | £18,528.95 |
| Total pay bill | £39,315,192 |
| % of pay bill spent on facility time | 0.05% |

4. Paid Trade Union activities. We are required to report, as a percentage of total paid facility time hours, how many hours were spent by employees who were union representatives.

Bright Futures' employed representatives spent a total of 107 paid hours on union activities or duties (facilities time) and 70 hours on unpaid activities/duties. Therefore, 65.42% of the time was paid.

Lynette Beckett
Director of People and Strategy
July 2024