



Facility Time Reporting – Ladybarn Primary School

You only need to publish the information if you have more than 49 full-time equivalent employees throughout the entirety of any 7 of the months within the 'relevant period' (a 12 month period beginning with 1 April and ending 31 March), and at least one of these employees is a 'relevant union official'.

You must publish this:

- On a website maintained by or on behalf of the employer
- In any annual report which covers the relevant period, if you produce one (for example, a financial report)
- On a [central government website](#)

You must publish the data **before 31 July** following the relevant period.

In this document, we refer to the following legislation and guidance:

[The Trade Union \(Facility Time Publication Requirements\) Regulations 2017, legislation.gov.uk](#)

[Trade Union and Labour Relations \(Consolidation\) Act 1992, section 172A, legislation.gov.uk](#)

[Trade Union Facility Time Publication Service, GOV.UK - Cabinet Office](#)

Relevant union officials

What was the total number of your employees who were relevant union officials during the relevant period?

Number of employees who were relevant union officials during the relevant period	Full-time equivalent employee number
2	2

Percentage of time spent on facility time

How many of your employees who were relevant union officials employed during the relevant period spent a) 0%, b) 1% to 50%, c) 51% to 99%, or d) 100% of their working hours on facility time?

Facility time in this context includes:

- Paid time off for the purpose of carrying out trade union duties as a union representative, union learning representative or union health and safety representative
- Paid time off for the purpose of undergoing training relevant to the carrying out of trade union duties
- Paid time off for accompanying another of the employer's workers to grievance or disciplinary hearings

- Paid and unpaid time off for taking part in trade union activities when acting as a union representative

Percentage of time	Number of employees
0%	
1% to 50%	2
51% to 99%	
100%	

Percentage of pay bill spent on facility time

Provide the figures requested in the first column of the table below to determine the percentage of your total pay bill spent on paying employees who were relevant union officials for facility time during the relevant period.

Total cost of facility time	£950.26
Total pay bill	£2,435,245
Percentage of the total pay bill spent on facility time	0.04%

* The hourly cost is calculated by:

- Adding:
 - The gross amount spent on wages by the employer in respect of the employee during the period
 - The amount spent on pension contributions by the employer in respect of the employee during the period
 - The amount of National Insurance contributions paid by the employer in respect of the employee during the period
- Dividing the above amount by the working hours of the employee during the period

A notional hourly cost must be used here where the employee is identifiable (i.e. a person reading this would be able to identify the individual employee's wages). The notional hourly cost is what 'reasonable pay' would be for the type of work the identifiable employee ordinarily did for the employer over the relevant period

** Paid facility time hours do not include unpaid time off to undertake trade union activities.

Paid trade union activities

As a percentage of total paid facility time hours, how many hours were spent by employees who were relevant union officials during the relevant period on paid trade union activities?

Time spent on paid trade union activities as a percentage of total paid facility time hours	100%
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* Do not include unpaid time off to undertake trade union activities