



HISTORIC ENVIRONMENT SCOTLAND FACILITY TIME 2020-21



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The Trade Union (Facility Time Publication Requirements) Regulations 2017 placed a legislative requirement on relevant public sector employers to collate and publish, on an annual basis, a range of data on the amount and cost of facility time within their organisation.

In line with our obligation under these regulations, Historic Environment Scotland (HES) publish our annual report setting out the Facility Time of the HES union representatives and associated costs.

HES works in Partnership with its recognised Trade Unions of Prospect, Unite the Union and Public and Commercial Services Union (PCS). In summary, in 2020-21 HES had 19 union representatives across our three recognised Trade Unions. During this period, 5 undertook and recorded Trade Union activities or duties.

This last year has been an exceptionally challenging year for HES and our colleagues, and we are extremely grateful to our Trade Union colleagues who remain committed to Partnership Working during this period. They have been heavily involved in supporting our colleagues during lockdown, as well as working with the organisation in our resumption work. Through this, we have developed principles in relation to the Job Retention Scheme, enhanced guidance on annual leave and developed guidance and support for colleagues during lockdown. As such, this year, we have seen an increase in union activity as part of the working groups and committees which helped ensure our sites reopened safely in 2020, and 2021.

Within the time recorded by the representatives, 91% of the total Facility Time was spent on Trade Union activities which include attending meetings of branch or regional meetings of the recognised unions, attendance at the HES Partnership Board and HES Trade Union Alliance meetings and as well as time to undertake Union learning and training. The attached annex provides a breakdown detail for the Facility Time records.

HES Management and our Trade Unions remain committed to working together to achieve shared aims, objectives and outcomes. This will be carried out in a spirit of mutual trust, openness and integrity as equal and joint partners in all matters relating to the general welfare, terms and conditions and working practices of all our staff.

In February 2020, HES reviewed and refreshed our Partnership Agreement and confirmed our commitment to working within the guidance provided by the ACAS 'Code of Practice – Time off for Trade Union Duties and

Activities’, and as such provide reasonable paid time off (Facility Time) to our union representatives to carry out trade union duties, activities and undertake training. Our Agreement also aligns with the principles agreed between Scottish Ministers and the recognised Civil Service Trade Unions through the Fair Work Agreement.

ANNEX A

Table 1 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
19	18.3

Table 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%-50%, c) 51%-99% or d) 100% of their working hours on facility time?

Percentage of time	Number of employees
0%	13
1-50%	6
51%-99%	0
100%	0

Table 3 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.

	Figures
Provide the total cost of facility time	£17,935
Provide the total pay bill	£52,462m
Provide the percentage of the total pay bill spent on facility time, calculated as: (total cost of facility time ÷ total pay bill) x 100	0.034%

Table 4 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 calculated as: (total hours spent on paid trade union activities by relevant union officials during the relevant period ÷ total paid facility time hours) x 100	91% of time is spent on Trade Union activities
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