

Annex 2 – Facility time and TU facilities:

1. All allowances of time are subject to a cap of 0.5 FTE of facility time, except with prior agreement of UKRI management to accommodate special organisational circumstances or where required by law.
2. Time off for Health and Safety Representatives to carry out their functions in line with legislation and UKRI safety policy is out of scope of this agreement and will not count towards the facility time limits set out above.
3. UKRI will provide a full-time representative who will support workplace representatives at 50% facility time and 50% business critical time. This post will be filled through the usual UKRI recruitment procedure.
4. The Trade Union side will have 1FTE administrative support available to them provided by UKRI
5. Both posts 2, and 3 will be used to support the collective work of all the unions recognised by UKRI.
6. UKRI will approve reasonable time off for union duties which include, but are not limited to:
 - 6.1. Attendance at UKRI consultative committees.
 - 6.2. Representation of members at agreed procedural UKRI meetings.
 - 6.3. Preparation time for duties, including preparation for case work and negotiation meetings with UKRI.
 - 6.4. Attendance at the representative's trade unions internal committees, including the Trade Union Congress Conference, their Trade Unions Annual Conference, Executive committee and regional meetings subject to the prior agreement of the line manager.
 - 6.5. Attendance at training courses organised by the Trade Union Congress, or the individuals Trade Union, subject to prior agreement of the line manager.
 - 6.6. Acting as an Elected Senior Officer of a recognised Trade Union. Such positions should involve being in the senior leadership team (e.g. president, Vice-President, Deputy Vice-President) of either the whole of the relevant Trade Union or a substantial part of a larger Trade Union.
7. Trade union representatives will only be prevented from utilising facility time when there is a specific and evidenced impact on the effectiveness of UKRI.
8. Requests for facility time will not be unreasonably refused, and the line manager may consider factors such as the time already approved, the amount being requested, the reason for the request, the urgency of the request and likely impacts. Representatives may be asked for evidence that the absence is necessary.
9. Trade union representatives will give as much prior notice to their line managers as possible, and explain within confidentiality limits, why the absence is required. When requesting training through the unions, a three-week notice is required, and the syllabus of the course should be provided if requested.
10. Where Representatives work hours outside of the "normal" working hours of UKRI, time in lieu may be taken for meetings occurring within these hours, but outside of the working hours of the representative. For example, if the representative works shifts, and utilises facility time outside of these shifts, but within normal UKRI working time (conditioned hours), they will be credited with time in lieu equal to the facility time used. This is to be taken with agreement of the line manager.
11. As long as official duties are met and with management agreement, reasonable requests for employee relations time with pay will be granted for members of the Trade Unions who are not accredited representatives, this includes attending meetings, voting on management proposals, attending TU training courses and attending annual conferences as a trainee delegate when sponsored by the relevant Trade Union.
12. Any expenses incurred during the course of TU duties on behalf of supporting UKRI will be reimbursed as per the UKRI Travel and subsistence policy.
13. Any dispute over the use or agreement of facility time should be referred to the Chair of the TUS, who will raise it with the CPO. Where there is failure to agree, the grievance process set out in section 9 will apply.

Additional facilities.

14. UKRI will inform the Trade Unions of the names of new recruits to UKRI and allow accredited representatives to speak to new starters about the role of the Trade Unions in UKRI.
15. Full time officers of the recognised Trade Unions will be granted access to members on official premises, with prior consultation of local management and application of local health and safety regulations.
16. Where practicable Trade union will have the use of a secure office area including a secure telephone, secure document storage and space for up to 4 people at a site agreed by both parties. Where space does not allow for this, the representative will have access to a telephone and office on request. All representatives must have access to storage for confidential files that can be locked by the representative and is not accessible to other staff.
17. Reasonable use of UKRI IT equipment and Digital Communication tools (including but not limited to printing facilities, email, internal meeting rooms, and internal mail system) for member communication, virtual representation, and other Union business.
18. Space on internal staff intranet sites and other sites used by UKRI to communicate t staff will be made available to the TUS for the purpose of communication to all staff.
19. Physical notice boards will be provided on request. The siting of these will be such to ensure they are visible to staff and numerous enough to provide good coverage of staff. The notice boards are for the use of all the recognised Trade Unions.
20. Any concerns over the use of these facilities should be raised in the first instance with the Chair and Secretary of the UKRI Trade Unions.

Table 1 shows an indicative maximum allowance of facility time available, recognising the effort required for Trade Union duties.

Representative type	Facility time allowance
Chair /Secretary of National trade union side	100 days
Trade Union chair of JCCC for duties related to the activity of that committee	100 days
Accredited trade union representative	50 days

Table 1: Allowance of facility time.