

**SUPPLEMENT TO TRADE UNION FACILITIES AND RECOGNITION AGREEMENT****Purpose and Scope**

The Council believes that the provision of reasonable time off and facilities for trade union officials are necessary for the effective organisation of the trade union, for representative participation in union duties and activities and for the orderly conduct of industrial relations.

This Agreement sets out the detailed arrangements made with UNISON hereinafter called “the Union” and North Hertfordshire District Council hereinafter called “the Council”.

**Applicable to:**

**ALL (X) Non-management ( ) Management ( ) Members ( )**

**1. Personnel**

The Council and the Union accept that an effective Union branch operates in a very similar way to any other service of the Council and requires to be adequately resourced and properly administered. The functions of the Union are split into those of an executive nature and those of an administrative nature. The executive functions will be shared by the Executive Officers in accordance with the arrangements for time off given in Section 2 below. The administrative functions will be carried out by a Union Branch Administrator with some tasks carried out by other nominated trade union executives. These tasks include:-

- Branch financial management
- Membership record keeping
- The organisation of case files
- Opening and dissemination of post
- Organising and recording regular Executive meetings
- Conference organisation
- Operation of a first line advice and referral service
- Maintaining an employment library
- Keeping in touch with local branches and regional groups
- Acting as an interface with Regional office and staff
- Training and development administration
- Promotion and recruitment

**2. Time Off for Trade Union Officials**

Provisions for time off for trade union duties and activities will take into account the ACAS Code of Practice.

Trade Union officials will be allowed reasonable time off with pay during normal working hours to undertake duties in relation to the functions on which they represent their members namely:

- Terms and conditions of employment, including physical working conditions
- Recruitment, suspension or termination of employment, and the allocation of work and duties of employment
- Negotiation and consultation
- Discipline
- Trade union membership
- Facilities for union officials

#### Departmental Representatives

The time off for departmental representatives should not normally be more than 5% of their normal annual working hours inclusive of meetings.

#### Branch Officials

Branch Officials who share the executive functions of the Union will be able to claim up to 5% of their normal annual working hours excluding time allowed for meetings.

There will be flexibility to share the workload among these representatives and meetings will be attended by a variety of officers. The JSCC however will have regular cover by the same officer(s).

Authority for time off over 5% of their normal annual working hours for these officials would need to be sought from the Corporate Human Resources Manager.

The Branch Administrator – 10 hours per week to be claimed as additional hours

All other branch officials – not normally be more than 5% of their normal annual working hours.

#### **Conferences**

The Council recognises that, occasionally, trade union officials are nominated or elected to represent the branch and/or the union at local/district/national union conferences. The Council can see value in having some of its trade union officials participating in the work of such bodies and is therefore prepared to grant reasonable time off with pay to enable a limited number of representatives to attend meetings of certain of these bodies subject to notification to the Corporate Human Resources Manager on an annual basis of the function of these bodies, the number of the trade union officials who will attend and the frequency of the meetings.

#### **Facilities**

In addition to the facilities offered to recognised unions set out in the Trade Union Recognition and Facilities Agreement it is agreed that the Council provide the Union with the following:

- The use of a suitable office with a desk and filing facilities
- The use of internal and external mailing facilities, at cost

Reasonable access to the facilities will also be given to Branch members not employed directly by the Authority (subject to prior agreement with the Corporate Human Resources Manager) such as retired union members, regional staff and executive members such as the Sports and Social Officer.

In the event of failing to find a suitable available office, to contact the Corporate HR Manager or the Strategic Director Customer Services.

Reasonable access to the facilities will also be given to Branch members not employed directly by the Authority (subject to prior agreement with the Corporate

Human Resources Manager) such as retired union members, regional staff and executive members such as the Sports and Social Officer.

In the event of failing to find a suitable available office, to contact the Corporate HR Manager or the Strategic Director Customer Services.

**Variation, Review and Termination of Agreement**

Variations to this Agreement may be made by agreement between the Council and the Union.

In the event of an issue remaining unresolved between the Council and or the Union. It shall be open to either party to refer the matter to Joint Staff Consultative Committee in accordance with the agreed terms of reference.

The Agreement will be reviewed annually.

This agreement can be terminated with 3 months' notice on either side.

**For and on behalf of North Hertfordshire District Council:**

**Name:**.....

**Signed:**.....

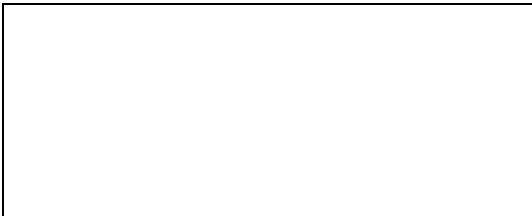
**Date:**.....

**For and on behalf of Unison:**

**Name:**.....

**Signed:**.....

**Date:**.....



**For further advice contact :**  
[hrhelp@north-herts.gov.uk](mailto:hrhelp@north-herts.gov.uk)  
Ext 4556.

Recognition Agreement

**Employment Law:**  
Employment Act 2002

**Other:**  
ACAS Code of Practice 3 – Time Off  
for Trade Union Duties and Activities

**Last Updated :**

January 2013

**To be reviewed no later than :**

January 2014

**Policy Sponsor :**

Corporate Human Resources  
Manager