



Belfast City Council

Report to:	Strategic Policy and Resources Committee
Subject:	Industrial Relations Review
Date:	18 April 2014
Reporting Officer:	Jill Minne, Asst Chief Executive and Head of Human Resources (3221)
Contact Officer:	Emma Dorman, Principal HR Advisor (ext 3221)

1	Relevant Background Information
1.1	Members will be aware that the council recognises four trade unions for negotiating and bargaining purposes - GMB, NIPSA, SIPTU and UNITE.
1.2	The council has an agreed industrial relations structure to enable trade unions and management to work together on a range of issues affecting employees through negotiations and consultations within recognised industrial relations forums.
1.3	Following recommendations as a result of an independent report in 2008, a review of the council's industrial relations framework was undertaken. This work was facilitated by the Labour Relations Agency (LRA). As an outcome of this detailed review, in 2012, the existing JCC was replaced with the Joint Negotiating and Consultative Committee (JNCC). In addition, a full review of the council's Trade Union Facilities Agreement (TUFA) started in October 2012. The TUFA sets out how and when trade union representatives can request time off to undertake trade union activities and clarifies the nature of the trade union representative's role. Clarification on these issues is essential to ensure that industrial relations within the council are effective.

2	Key Issues
2.1	<p>A revised TUFA has now been confirmed with three out of the four Trade Unions, (attached at Appendix One) NIPSA raised objections to two elements to the revised Agreement, addressing:</p> <ul style="list-style-type: none">a) the process to be followed when requesting paid time off for TU duties, andb) provisions outlining when and how it would be appropriate for a shop steward in one department to represent an employee working in a different department.

2.2	<p>In reference to point 2.1a), management responded to NIPSA requesting clarification of why it would be unreasonable to ask trade union representatives to follow a defined process, including filling in a form, when requesting paid time off to complete TU duties. NIPSA did not provide this clarification, but continued to object to the requirement to follow a process. Management does not consider this objection to be reasonable. Management also notes that the process for requesting time off was contained within the existing TUFA which was agreed with the trade unions in 2006.</p>
2.3	<p>In reference to point 2.1b), management asked NIPSA to clarify the nature of the objections raised regarding provisions outlining when and how it would be appropriate for a shop steward in one department to represent an employee working in a different department (cross sectional representation). This was contained within the existing TUFA which was agreed with the trade unions in 2006. NIPSA objects to this provision on the basis that employees should have unfettered choice of representation, which management does not dispute.</p>
2.4	<p>Notwithstanding the right of employees within disciplinary and grievance hearings to choose a representative, the legislative framework requires employers to permit trade union representatives to be granted 'reasonable' time off for the completion of trade union duties. Management has outlined to NIPSA that, in this context, the existing council provisions are reasonable. The TUFA stipulates that <i>'trade union representatives will normally only undertake representational duties within the service in which they are employed'</i> but allows that <i>'there may be occasions where it will become necessary to seek the services of a representative from outside the Service / Department owing to their experience, specialist knowledge or expertise of a particular subject or issue or where there is no experience representative in place.'</i> Management contends that these provisions are reasonable in assessing whether or not a request for time off for completion of TU duties should be granted. NIPSA, however, continues to reiterate objections, regardless of the responses provided by management.</p>
2.5	<p>Management has attempted to reach agreement with NIPSA through meetings and correspondence over a period of 13 months. Given that agreement has been reached with three out of the four trade unions within the trade union group and given that NIPSA has continued to reiterate objections without acknowledging the assurances given to them by management addressing these concerns, management notified trade unions that where agreement could not be reached on the proposed amendments, management would revert to the provisions as set out within the existing TUFA which had been agreed with the trade union group in 2006. Whereas these provisions have been in force previously, there has been an acknowledged inconsistency of approach across the council. Following implementation of the revised TUFA, these provisions would, however, be rigorously applied and regularly audited to ensure consistency across the council, in accordance with the proposed implementation plan, (attached at Appendix Two.)</p>
2.6	<p>Corporate HR now seeks member approval for the implementation of this revised agreement. A full communication exercise and a detailed training programme will be required for implementation of the amendments. Training would be run jointly with management and trade unions. It is intended that this training will assist managers and trade union representatives by equipping them with a detailed knowledge of the mechanisms available to them to facilitate industrial relations.</p>

3	Resource Implications
3.1	<u>Financial</u>
3.2	Any costs associated with the provision of training would be covered by the corporate OD budget and normal procurement processes for commissioning external expertise would apply. <u>Human Resources</u> All actions will be undertaken in accordance with agreed HR policies and procedures and normal procurement processes will apply.

4	Equality Implications
4.1	There are no equality issues.

5	Recommendations
5.1	Members are asked to: <ul style="list-style-type: none"> (i) Consider the contents of this report, including the appendices attached. (ii) Approve the revised Trade Union Facilities Agreement.

Decision Tracking

Documents Attached
Appendix One – Revised Trade Union Facilities Agreement Appendix Two – Draft Implementation Plan

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TRADE UNION FACILITIES AGREEMENT AND GUIDELINES ON TIME OFF FOR TRADE UNION DUTIES AND ACTIVITIES

1. Introduction:

- 1.1. The Council and trade unions have a joint responsibility to ensure that agreed arrangements work to mutual advantage by specifying how reasonable time off for union duties and activities and for training will work. This can be particularly important in the case of union learning representatives where the lack of such an understanding may result in duplication of functions concerning employees' training needs.

2. General purpose of these guidelines

- 2.1. The general purpose of the statutory provisions, the LRA Code of Practice and these guidelines is to aid and improve the effectiveness of relationships between employers and trade unions.

3. Background

- 3.1. This agreement and guidelines are based on the Labour Relations Agency's Code of Practice on Time Off for Trade Union Duties and Activities, as amended.

4. Relevant Legislation

- 4.1. Trade union officials have a statutory right to reasonable paid time off from employment to carry out trade union duties and to undertake trade union training. Union officials and members also have a statutory right to reasonable unpaid time off when taking part in trade union activities.
- 4.2. Trade union members have a statutory right to reasonable unpaid time off for the purpose of having access to the services of a Union Learning Representative.
- 4.3. The relevant law relating to this agreement is set out in:
 - The Employment Rights (Northern Ireland) Order 1996
 - The Collective Redundancies and Transfer of Undertakings (Protection of Employment) Amendment Regulations (Northern Ireland) 1999
 - The Employment (Northern Ireland) Order 2003

- The Industrial Relations (Northern Ireland) Order 1992
- The Trade Union and Labour Relations (Northern Ireland) Order 1995

5. **The Right:**

- 5.1. To operate effectively and democratically, trade unions need the active participation of members. The council recognises that it is in the organisation's interests that such participation is assured. An employee who is a member of a trade union recognised by the council in respect of that description of employee is permitted reasonable time off during working hours to take part in any trade union activity.
- 5.2. An employee who is a member of recognised trade union is also permitted to take reasonable time off during working hours for the purposes of accessing the services of a Union Learning Representative.

6. **Reasons for requesting Time Off:**

- 6.1. Examples of Trade Union Activities for which time off can be requested will include:
 - Attending workplace meetings, e.g. JNCC / Departmental TU forums, to discuss and vote on the outcome of negotiations with the council.
 - Meeting full-time officials to discuss issues relevant to the workplace.
 - Voting in union elections.
- 6.2. In addition, where the member is acting as a representative of a recognised union, activities can be, for example, taking part in:
 - Preparatory time for organising members' meetings and the dissemination of information to members.
 - Co-ordination of and attendance at workplace meetings with members.
 - Branch, area or regional meetings of the union where the business of the union is under discussion.
 - Meetings of official policy-making bodies such as the executive committee or annual conference.
 - Meetings with full-time officials to discuss issues relevant to the workplace.
- 6.3. Details relating to Trade Union Representatives rights to attend training and learning activities are set out in section 2.

7. Union Learning Representatives

- 7.1. Employees who are members of trade union recognised by the council can take reasonable time off to undertake the duties of a Union Learning Representative, provided that the union has given the council notice in writing that the employee is a learning representative of the trade union and the training condition is met. (See paragraph 2 for further information on the training condition.)
- 7.2. The functions for which time off as a Union Learning Representative is allowed are:
- analysing learning or training needs
 - providing information and advice about learning or training matters
 - arranging learning or training
 - promoting the value of learning or training
 - consulting the council about carrying on any such activities
 - preparation to carry out any of the above activities
 - undergoing relevant training
- 7.3. Belfast City Council has in place well-established training and development programmes for its employees. Union Learning Representatives should liaise with the council to ensure that their respective training activities complement one another and that the scope for duplication is minimised.

8. Confidentiality

- 8.1. The Council respects the confidential and sensitive nature of communications between trade union representatives and their members and trade union. The Council will not carry out regular or random monitoring which is specifically targeted at union emails. Any monitoring which may be necessary will be carried out in line with agreed Council policies and procedures.

9. Payment

- 9.1. Trade union / learning representatives will be paid either the amount that they would have earned had they worked during the time taken off, or where earnings vary with the work done, an amount calculated by reference to the average hourly earnings for the work they are employed to do.
- 9.2. There is no statutory requirement to pay for time off where the duty is carried out at a time when the representative would not otherwise have been at work, but employees who work part time will be paid if

employees who work full time would be entitled to be paid. In all cases the amount of time off must be reasonable.

10. Non Standard Working:

10.1. The council will, have in mind the difficulties for trade unions and members in ensuring effective representation and communications with, for example:

- shift workers
- part-time workers
- home workers
- those employed at dispersed locations
- workers with particular domestic commitments.

10.2. Belfast City Council recognises that representatives who work non standard working patterns may be at a disadvantage in relation to other trade union representatives attending meetings during normal office hours. Accordingly, Belfast City Council will grant time off in lieu to representatives who are required to attend on their days off at Service Consultative meetings; Departmental consultative forum meetings; Joint Consultative Committee and Trade Union Facilities Group meetings.

10.3. In circumstances where ad hoc meetings are called at management request and cannot be arranged at a time to suit all participants then time off in lieu will be granted to representatives who attend on their day off.

10.4. Employees will not be required to attend work prior to or following the conclusion of a TU activity in the event that the hours worked on that day would then be excessive. (Normally, an employee would not be expected to work more than 7.4 hours per day, unless their contractual working hours are longer than this.)

11. General Considerations

11.1. The amount and frequency of time off should be reasonable in all the circumstances. Trade unions should be aware of the wide variety of difficulties and operational requirements to be taken into account when seeking or agreeing arrangements for time off, for example:

- the size of the department/section/location and the number of workers.
- the need to maintain a service to the public.
- the need for safety and security at all times.

11.2. For time off arrangements to work satisfactorily, trade unions should:

- ensure that reps are aware of their role, responsibilities and functions
- inform management, in writing, as soon as possible of appointments or resignations of officials
- ensure that reps receive any appropriate written credentials promptly
- ensure that the council receives details of the functions of union reps where they carry out special duties or functions.

11.3. Managers and unions should however seek to agree a mutually convenient time which minimises the effect on service provision. For example, where trade union meetings are requested trade union representatives should consider holding them:

- towards the end of a shift
- before or after a meal break.

11.4. All council employees are bound to meet the standards of conduct set out for them within the relevant policies and procedures. Council employees acting as Trade Union representatives, while engaged on trade union activities, remain bound to meet these standards and failure to do so could result in appropriate action being taken. (This could include action through the industrial relations mechanisms or through disciplinary action.)

12. Cross Sectional Representation

12.1. Trade Union representatives will normally only undertake representational duties within the service in which they are employed.

12.2. There may be occasions where it will become necessary to seek the services of a representative from outside the Service / Department owing to their experience, specialist knowledge or expertise of a particular subject or issue or where there is no experience representative in place.

12.3. In the event of the above circumstances arising, the representative will clearly state the reason for cross Service / Department representation on the application for time off form and management may liaise with human resources if necessary to confirm the substance of the request.

13. Trade Union Access to Facilities:

13.1. The council will make available to representatives the facilities necessary for them to perform their duties efficiently and communicate effectively with their members, colleagues and full-time officers. Where resources permit, the facilities will include:

- accommodation for meetings, which could include provision for Union Learning Representatives and a union member(s) to meet to discuss relevant training matters
- access to a p.c., telephone and other office equipment
- the use of notice boards, which could include other forms of electronic communications such as e-mail and intranet/internet
- the use of dedicated office space for the two trade union coordinators.
- Trade unions will jointly clarify the facilities they require for trade union recruitment activities in relation to new employees and will formally request these from the council.

13.2. It would not, usually, be considered reasonable for TU representatives to meet with members in their own home, or outside the boundary of Belfast city.

13.3. Consideration may also be given to allowing Union Learning Representatives access to a room in which they can discuss training in a confidential manner with an employee.

14. **Procedure for Requesting Time Off**

14.1. Trade union reps and members requesting time off to pursue their duties or activities or to access the services of a Union Learning Representative must provide management with as much notice as possible (usually not less than five working days) and give details of:

- the purpose of such time off
- the intended location
- the timing and duration of time off required.

14.2. The pro-forma attached as **appendix 1** must be used to request and grant time off for trade union duties/activities.

14.3. The pro-forma must be completed by all trade union representatives / members and given to the Head of Service or nominee.

14.4. The use of the pro-forma will ensure that:

- trade union representatives make any application in writing
- trade union representatives provide details of reasons for time off
- details of training courses/conferences/seminars are provided by trade union representatives and assessed by Corporate HR.
- a database of requests for time off is maintained departmentally and centrally (in particular to ensure consistency).

14.5. After having received the completed application form and documentation, the Head of Service or nominee should ensure all

details have been completed and that he/she is in possession of all information. The Head of Service or his / her Service / Departmental nominee should then assess whether or not time off should be granted in accordance with the provisions of section 12 below.

- 14.6. Once the pro-forma has been completed it should be forwarded to the Departmental Business Manager for filing purposes and to the Head of Human Resources for central record keeping and monitoring purposes.
- 14.7. In the event of an emergency situation arising release may be granted by the manager verbally and the form filled in subsequently as a matter of record.
- 14.8. Where permission to attend trade union training/conferences/seminars is being requested, the trade union representative should follow the procedure set out in section 2.

15. Granting / Declining Requests for time off:

- 15.1. The council will consider each application for time off on its merits and will consider the reasonableness of the request in relation to agreed time off already taken or in prospect. However, union representatives should not be unreasonably impeded in performing and carrying out legitimate trade union duties / activities including the representation of their members.
- 15.2. When deciding whether requests for paid time off should be granted, consideration will be given to their reasonableness. When deciding whether or not a request is reasonable management will consider issues such as the need for adequate cover for safety, operational and business requirements and financial impact.
- 15.3. Management will monitor the number of requests for time off made and will scrutinise the reasons for these requests. Where it is considered that excessive time off has been requested, or the reasons for requesting time off are inappropriate, this will be raised with the Trade Union Representative and may lead to the request, and subsequent requests, being declined.
- 15.4. Each application will be considered on its merits and consideration will be given to:
 - adequate cover for safety or operational requirements
 - financial impact
 - agreed time off already taken or in prospect
 - consistency in relation to time off given
 - the relevance of the meeting/training course etc.

- 15.5. Other than in the most exceptional circumstances time off will be given for attendance at JNCC meetings, Health and Safety Committees and planned joint management / trade union departmental meetings, disciplinary / grievance hearings and meetings under the Council's Attendance Policy.
- 15.6. Where the representative is a member of a committee/regular management/trade union meeting which have a pre-planned schedule of dates of attendance a list of these dates should be provided by trade union representatives to management as soon as this is available.
- 15.7. Should the Head of Service or nominee refuse time off for trade union duties/activities details of the reasons for refusal should be detailed on the pro-forma. To ensure consistency of approach, a copy of this form, detailing the reasons for rejection, will be forwarded to Corporate HR.

16. Unauthorised Absence

- 16.1. For the avoidance of doubt, the process for applying for time off for TU activities must be adhered to for all absences. Failure to comply with the process without a reasonable reason will result in the absence being considered to be unauthorised and may result in action being taken under the council's disciplinary procedure.

17. Industrial Action

- 17.1. Employers and unions have a responsibility to use agreed procedures to settle problems and avoid industrial action. Time off may therefore be permitted for this purpose, particularly where there is a dispute. There is no right to time off for trade union activities which themselves consist of industrial action. However, normal time off arrangements apply for TU activities relating to potential industrial action, such as conducting ballots or meeting with management regarding the exemptions list etc.

18. Resolving Disputes

- 18.1. The council will seek to make every effort to resolve any dispute or grievance in relation to time off work for union duties or activities. In an effort to resolve an issue related to trade union duties or activities the council will afford a formal right of appeal to an independent director supported by the head of human resources who should consult with the TU Co-ordinator to ensure Trade Union input before the matter is considered at the appeal. Should any grievance in this regard remain unresolved, trade union reps, Union Learning

Representatives or members have a right to complain to an industrial tribunal.

19. Review of Agreement

- 19.1. The agreement will be subject to review by the Belfast City Council Trade Union Facilities Group after two years of operation.

Section 2: Attendance and travel provisions for Trade Union Representatives attending learning and development activities

1. Introduction

- 1.1 Trade Union (TU) Representatives will be required to attend reasonable trade union learning and development activities to develop knowledge, skills and expertise to assist in their representation of staff and this may incur travel and other costs. Activities may include training courses, conferences, seminars, study visits amongst others. These activities will be funded by the Representatives respective Trade Union. Internal training activities such as Effective Employee Relations Course, Job Evaluation and Categorisation training will be funded by Belfast City Council.
- 1.2 In determining whether to grant time off to attend a trade union learning and development activity, management will give consideration to the learning objectives of the activity and the impact the absence will have on the Section. In addition, the number of trade union training activities already completed in the previous 12 months will be taken into account.
- 1.3 The Council recognises that TU reps are more likely to carry out their duties effectively if they possess the skills and knowledge relevant to their duties. In particular, the Council will seek to accommodate requests to release TU Reps for initial training i.e. basic representational skills as soon as possible after their election or appointment. Reasonable time off will also be considered, for example:
 - For further training, particularly where the rep has special responsibilities, e.g. Health and Safety, Environmental, Equality, Learning and Pensions.
 - For training courses to develop the rep's skills in representation and negotiation
 - Where legislative change may affect the conduct of employee relations, employment law and policy at the place of work and may require the reconsideration of existing agreements.
 - Consideration will be given to increased facility time for Branch Officials, in recognition of their additional responsibilities, in representational areas including collective bargaining, Terms and Conditions of Employment and Consultation and Negotiation Machinery.

2. Process:

- 2.1 Representatives who request paid time off to undergo relevant TU training should provide management with as much notice as possible.

Where TU Representatives wish to attend a TU training event, they are required to make a written application for facility time to attend such events, completing the pro forma as contained within the TU Facilities Agreement. This application should normally be made at least five working days' in advance and be directed to the TU representative's Head of Service / Head of Section. The pro forma should include:

- The purpose of such time off
- The intended location
- The timing and duration of time off required
- Where possible, prior to the course, the syllabus or prospectus indicating the contents of the training course.

2.2 Failure to provide adequate notice of attendance at a TU training event, as referred to in 2.1 above, will usually result in facility time being refused.

2.3 When deciding whether requests for paid time off for TU training should be granted, consideration will be given to their reasonableness, for example to ensure adequate cover for safety or to safeguard the provision of services.

2.4 In considering such requests, the council will endeavour to minimise the disruption to service delivery in all instances and therefore will look at a range of options including shift swaps, adjustment to working hours and time off in lieu to facilitate attendance. Any mechanisms proposed to minimise service disruption will recognise the employee's work-life balance.

2.5 Management will respond to all requests for facility time and, where applicable, will provide the TU Representative with reasons why facility time has been refused. Where sufficient notice of an application has been provided, responses to such requests will be given not more than five days from receipt of the application for the request.

3. Time allowance for attending learning and development activities for TU Duties

3.1 TU Representatives may be required to attend a TU learning and development activity prior to or immediately following a period of work. There is no statutory requirement to pay for time off where TU training is undertaken at a time when the rep would not otherwise have been at work, but employees who work part time, shifts or other non-standard hours will be entitled to be paid if employees who work full time would be entitled to be paid.

3.2 The duration of the TU learning and development activity may at times be less than the TU Representative's daily contracted hours. A TU Representative who is undertaking a TU learning and development activity will be required to attend work prior to or return to work

subsequent to the training course to make up their daily contracted hours unless otherwise agreed with their line manager e.g. circumstances where it is not feasible to return to work due to location of where the learning and development activity is being held or where the TU Representative has requested to use leave or time off in lieu. The time spent travelling back to the workplace hours will be included as part of the TU Representative's daily contracted hours for that day.

- 3.3 Employees will not be required to attend work prior to or following the conclusion of a TU training course in the event that the hours worked on that day would then be excessive. (Normally, an employee would not be expected to work more than 7.4 hours per day, unless their contractual working hours are longer than this.)
- 3.4 In all cases, the amount of time off granted for TU learning activities must be reasonable. Overtime must not routinely be granted for attendance at a TU learning and development activity and will only be granted in exceptional circumstances where time off in lieu or credit of flexi cannot be facilitated.
- 3.5 When the duration of the learning and development activity is held during normal working hours, but the hours of the activity are more than or held outside of the Trade Union Representative's daily contracted hours the TU Representative will receive adequate rest breaks to comply with the requirements of the Working Time Regulations (Northern Ireland) 1998, as amended. In such cases, an appropriate adjustment to the TU Representative's working hours to facilitate this may be made.

4. Unauthorised Attendance at TU Learning and Development Activities

- 4.1. For the avoidance of doubt, the process for applying for TU learning and development activities must be adhered to for all TU learning and development activities. Failure to comply with the process will result in the absence being considered to be unauthorised.

5. Additional Training

- 5.1. For the avoidance of doubt, the provisions in this paper relate solely to TU training activities. Any additional training activities would be considered in respect of the Council's Attendance and travel provisions for employees attending learning & development activities.

6. Training for Union Learning Representatives

- 6.1. Employees who are members of a trade union recognised by the council are entitled to reasonable paid time off to undertake the functions of a Union Learning Representative. To qualify for paid time off the member must be sufficiently trained to carry out duties as a learning representative:

- either at the time when their trade union gives notice to the council in writing that they are a learning representative of the trade union
 - or within six months of that date.
- 6.2. Where training is required within six months of becoming a learning representative, the trade union is required to give the council notice in writing that the employee will be undergoing such training. Once the employee has completed the training, the trade union is required to give the council notice of that fact. It should be confirmed by the union in a letter that the training undertaken is sufficient to allow the Union Learning Representative to undertake their role and the union should give details of the training which has been completed and any previous training that has been taken into account.
- 6.3. In the interests of good practice, the six month qualifying period during which an untrained Union Learning Representative must receive sufficient training to continue operating as a learning representative may be extended, with agreement between management and unions.
- 6.4. To satisfy the training requirement an employee will need to be able to demonstrate to their trade union that they have received sufficient training to enable them to operate competently in one or more of the following areas of activity relevant to their duties as a Union Learning Representative:
- *analysing learning or training needs* this could for example include understanding the different methods for identifying learning interests or needs, being able to identify effectively and record individual learning needs or being able to draw up a plan to meet identified learning requirements.
 - *providing information and advice about learning or training matters* including, for example, the development of communication and interviewing skills, knowledge of available opportunities, in order to be able to provide accurate information to members about learning opportunities within and outside the workplace and the ability to “signpost” members to other sources of advice and guidance where additional support is needed – for example, basic skills tutors or fuller in-depth professional career guidance.
 - *arranging and supporting learning and training.* For example, obtaining and providing information on learning opportunities, supporting and encouraging members to access learning opportunities and helping to develop and improve local learning opportunities.

- *promoting the value of learning and training.* Some examples of this activity could be: understanding current initiatives for the development of learning and skills in the workplace, promoting the value of learning to members and within trade union networks and structures, and working with employers to meet the learning and skill needs of both individuals and the organisation.

6.5. An employee could demonstrate to their trade union that they have received sufficient training to enable them to operate competently in one or more of these areas of activity by:

- completing a training course approved by the Northern Ireland Committee of the Irish Congress of Trade Unions or by the independent trade union of which the employee is a Union Learning Representative, or
- showing that they have previously gained the relevant expertise and experience to operate effectively as a Union Learning Representative. In the latter case, previous experience and expertise gained in areas such as teaching, training, counselling, providing careers advice and guidance or human resource development may well be relevant, as may periods of extensive on-the-job training and experience gained in shadowing an experienced Union Learning Representative.

6.6. Reasonable time off will also be considered for further training to help Union Learning Representatives develop their skills and competencies. Although not required by law it is recognised by the council that there would be clear advantages both to the individual and the organisation if training undertaken leads to a recognised qualification standard.

7. Payment for learning representatives:

- 7.1. There is no statutory requirement that union members or representatives be paid for time off taken on trade union activities or that union members be paid for time off taken for accessing the services of learning representatives.
- 7.2. Nevertheless, the council may consider payment in certain circumstances – for example to ensure that workplace meetings are fully representative or to ensure that employees can make use of the services of a Union Learning Representative.

BELFAST CITY COUNCIL

APPLICATION FOR TIME OFF FOR TU DUTIES / ACTIVITIES

SECTION 1: to be completed by applicant

Name:

Job Title:

Staff No:

Trade Union:

Location:

I wish to apply for _____ hours / days leave

From
(date) _____

From
(time) _____

To
(date) _____

To
(time) _____

Confirm subject matter of meeting: (e.g. disciplinary hearing / TU forum etc)

Confirm where meeting is to take place: _____

Confirm meeting is within Service: **Yes / No**

If meeting is not within Service, provide reasons for attendance:

Please detail your reasons for applying for leave: (e.g. representing member during a hearing etc)

Signed _____

Date _____

Please sign and date this form and pass it to your Head of Service to comment at Section 2 overleaf.

SECTION 2: to be completed by Head of Service

Please detail your recommendations on this application below:

Recommended: Yes / No

Payment: Paid / Unpaid

If application is rejected, please provide reasons:

Signed _____

Date _____

Director / Head of Service

If application is for time off for trade union seminar / conference / training course, refer to Employee Relations Unit, Corporate HR, for advice.

Referred to: _____ (Employee Relations Officer)

Date: _____

Recommendation from Corporate Human Resources:

Recommended: Yes / No

Payment: Paid / Unpaid

If application is rejected, please provide reasons:

Signed _____

Date _____

Employee Relations Officer

Copied to individual personnel file: (date)

Copied to 'Time Off' file: (date)

Copied to Employee Relations Unit: (date)

Appendix Two

	Action	Officers Responsible	Date	Completed? Y/N
1.	Governance:			
	Present finalised TUFA to JNCC for approval	Jill Minne	March 2014	
	Prepare report for CMT on amendments to TUFA	Jill Minne / Emma Dorman	April 2014	
2.	Implementation			
	Circulate revised TUFA to all Business Managers for implementation within Department.	Emma Dorman	May 2014	
	Prepare briefing for FTOs and provide FTOs with final version.	Emma Dorman	May 2014	
	Prepare briefing for DMTs for delivery by the Business Managers	Emma Dorman	May 2014	
	Provide briefing for inclusion in Team Brief and for upload to Interlink	Emma Dorman / Corporate Communications	May 2014	
3.	Training			
	Prepare training programme in consultation with TU Coordinators	Emma Dorman / Lisa Rogan / TU Coordinators	May-June 2014	
	Identify officers for attendance at training course	TU Coordinators / Business Managers / HoS	May-June 2014	
	Arrange training schedule	Lisa Rogan	May-June 2014	
	Deliver training	TBC	July 2014	
4.	Review			
	Conduct monthly audit of TU Requests for Time off for Activities and Duties	Employee Relations Unit	Commence September 2014	

	Prepare quarterly report on TU Requests for Time off for TU Activities and Duties and present to Head of HR for consideration / further action.	Employee Relations Unit	September 2014	
	Arrange meeting of Sub Group of IR Review to conduct review	Emma Dorman	January 2016	

