

Release Time for Recognised Union Staff Representatives To be introduced 1 April 2012

Introduction

In line with the facilities agreement, it has been agreed that a number of staff representatives (Union) will have release time from their normal duties; the principle is that this time will be spent representing staff.

Requests for time off with pay will be considered for any relevant duties or training pursuant in the interest of the Service and to the benefit of staff employed by the Service. Applications for paid time-off would include paid time for the following:

- Meetings of Trade Unions held on Service premises by agreement with the appropriate Manager of the Service.
- The representation of members.
- Meeting new members of staff.
- Joint Consultative & negotiating Committee meetings including pre-meetings.
- Negotiating Team meetings.
- Meeting with other Representatives, on Service related issues.

Accredited Trade Union Representatives and Accredited Health & Safety Representatives will be permitted reasonable time off, as necessary, during working hours to take part in any legitimate Trade Union activity, this will include for example:

- Attending workplace meetings to consult and vote on the outcome of negotiations with the employer.
- Meeting full-time officials to discuss issues relevant to the workplace voting in Trade Union elections.
- Branch, Area, Regional or National meetings of the Trade Union where the business of the Trade Union is under discussion.
- Meetings of official policy making bodies of Trades Unions such as the Executive Committee or Annual Conference.
- Holding an office on official bodies of Trades Unions

Nominated Representatives

The following are nominated representatives and their permitted maximum release time

UNISON

Name	Time Allowed/Month (Hrs)
Jo Fowles	150
Paul Crocket	11
Scott Flannigan	11

Chris Hewett	11
Gemma Bradley	11
Ian Whittern	11
Anne Hughes	11
Shane Clarke	11
Simon Andrews	11
Tim Clarke	11
Claire Pinker	11

GMB

Name	Time Allowed/Month (Hrs)
Nick Earnshaw	44
Kath Walters	
Pete Williams	
Shane Daley	
Estelle Clegg	
Alan Giles	
Paul Greenaway	

Note: The arrangements for GMB are that N Earnshaw will be allowed 44 hrs and all other representatives will have a maximum of 21 hrs between them.

Process

A calendar record will be placed on the G Drive for all managers to access; the following is the process to be used:

- Staff representatives will review the calendar and ensure that individual time or collective time has not been exceeded.
- Where logistically possible, Trade Union Representatives will give their manager a minimum of one month's notice for planned time off to attend scheduled committees and meetings.
- Local Representatives: Trade Union Representatives will aim to give their Manager a minimum of five days' notice in relation to the provision of representation for members at disciplinary, grievance, grading and other local employee relations meetings. It is however accepted that this minimum notice period will need to be waived in exceptional circumstances. Examples of exceptional circumstances are: suspension; imminent disciplinary action and grievance; health & safety incident.
- Requests will be submitted by UNISON and GMB Branch Executive Members. The application must state the purpose of the application and what impact there will be on rostered shifts.
- Once the time has been agreed then the GM Personal Assistants or Carole Giles will update the calendar.

Managers will try to ensure that, wherever possible, requests for time off are granted. However, in the event of a failure to reach an agreement the GM Gloucestershire will be involved. No representative should unreasonably be refused time off

Note: other representatives time can be used with their agreement and representatives will be able to carry over or use time to/from the next month; this will be a maximum of 22 hrs in total.

Appendix

Appendix A is a sample of the monitoring sheet that will be displayed on the G drive.

	UNISON											GMB								
April	FOWLES JM	CROCKETT P	FANNIGAN S	HEWETT CJ	BRADLEY G	WHITTERN I	HUGHES A	CLARKE S	ANDREWS S	CLARKE T	PINKER C	Totals	EARNHAM NI	Walter's K	Williams P	Daley S	Clegg Estelle	Giles A	Greenway P	Totals
01/05/2012												0								0
02/05/2012												0								0
03/05/2012							1					1								0
04/05/2012												0								0
05/05/2012												0								0
06/05/2012												0								0
07/05/2012												0								0
08/05/2012												0								0
09/05/2012												0								0
10/05/2012												0								0
11/05/2012												0								0
12/05/2012												0								0
13/05/2012												0								0
14/05/2012												0								0
15/05/2012												0								0
16/05/2012												0								0
17/05/2012												0								0
18/05/2012												0								0
19/05/2012												0								0
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24/05/2012												0								0
25/05/2012												0								0
26/05/2012												0								0
27/05/2012												0								0
28/05/2012												0								0
29/05/2012												0								0
30/05/2012												0								0
31/05/2012												0								0
Hours Allowed	150	11	11	11	11	11	11	11	11	11	11	260	44							44
Hours Remaining	150	11	11	11	11	11	11	10	11	11	11	259	44	0	0	0	0	0	0	44