

From:
To:
Subject: 21 24 03 Confidential - Freedom of Information request - Trade union
Date: 03 February 2025 12:04:49
Attachments: [Facilities Time agreement.docx](#)
[FDA Time.xlsx](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image006.png](#)

Cynghorydd AD / HR Advisor

Estyn

Arolygiaeth Ei Fawrhydi Dros Addysg A Hyfforddiant yng Nghymru

His Majesty's Inspectorate For Education and Training in Wales

Cyfeiriad: Llys Angor, Heol Keen, Caerdydd, CF24 5JW

Address: Anchor Court, Keen Road, Cardiff, CF24 5JW

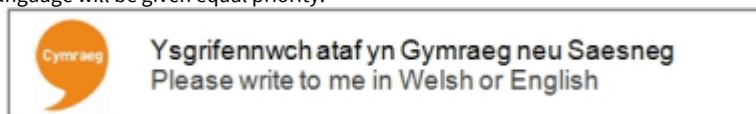


www.estyn.llyw.cymru | www.estyn.gov.wales



Mae Estyn yn croesawu gohebiaeth yn Gymraeg a Saesneg. Bydd gohebiaeth a dderbynnir yn y naill iaith neu'r llall yn cael yr un flaenoriaeth.

Estyn welcomes correspondence in both English and Welsh. Correspondence received in either language will be given equal priority.



From:
Sent: 29 January 2025 11:55
To:
Subject: Confidential - Freedom of Information request - Trade union

Good afternoon,

Further to your FOI request, I have provided a response below to each of your questions.

I hope this is sufficient, but please do come back to me should you require further

information.

Thanks

Cynghorydd AD / HR Advisor

Estyn

Arolygiaeth Ei Fawrhydi Dros Addysg A Hyfforddiant yng Nghymru
His Majesty's Inspectorate For Education and Training in Wales

Cyfeiriad: Llys Angor, Heol Keen, Caerdydd, CF24 5JW **A**

address: Anchor Court, Keen Road, Cardiff, CF24 5JW

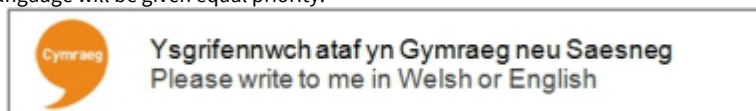


www.estyn.llyw.cymru | www.estyn.gov.wales



Mae Estyn yn croesawu gohebiaeth yn Gymraeg a Saesneg. Bydd gohebiaeth a dderbynnir yn y naill iaith neu'r llall yn cael yr un flaenoriaeth.

Estyn welcomes correspondence in both English and Welsh. Correspondence received in either language will be given equal priority.



-----Original Message-----

From:

Sent: 03 January 2025 13:39

To: Enquiries <Enquiries@estyn.gov.uk>

Subject: Freedom of Information request - Trade union recognition

[_____]

Dear HM Inspectorate for Education and Training in Wales,

Please can you provide the following:

1. A list of the recognised trade unions and staff representative bodies in your organisation.

We recognise two trade unions;

- PCS (Public and Commercial Services Union)
- FDA

2. A copy of the recognition agreement between the organisation and the trade union/staff body.

The attached facilities time agreement covers also the recognition agreement, please note that this policy is currently in review.

3. A copy of the facility agreement used to determine office access, use of IT equipment and time off for trade union duties.

I have attached a copy of the facility agreement.

4. The number of workplace representatives.

- PCS - 1
- FDA - 4 (1 convenor for PCS and 1 convenor for FDA (shared between 3)). In addition, there is a wider committee for FDA)

5. The number of full-time seconded employees funded by your organisation to do union work full-time.

Nil.

6. A list of time off taken for trade union duties 'facility time' in the last two financial years by trade union/staff association officials.

See attached anonymised list confirming FDA 'facility time'. On speaking with a representative from the PCS regarding the above, it is not something that we have a record of unfortunately. Going forward I have suggested that this is something that we put in place to enable us to keep a record of time spent.

The FDA's facilities time is clearly stated in the facilities agreement with senior managers. (as attached). This agreement states that members of the FDA committee have a total of 43 days per year allocated as part of our work programme and does not constitute as "time off". There are currently 9 committee members who share the 43 days between them according to their roles within the committee.

In addition, the FDA's facility time the PCS's facility time is also clearly stated in the facilities agreement attached, time off for these activities will not normally exceed 20

days for the PCS

Yours faithfully,

Facility Time Agreement Estyn and Estyn Trade Unions (TUS)

Introduction

1. Estyn recognises the important contribution that trade unions make to the organisation and in supporting their members. Staff are encouraged to join a trade union and, where they wish, to take an active role within it.
2. Estyn supports the fact that members of unions have the right to be adequately represented by their Unions, and that in this context union representatives have responsibilities to their respective unions and to the members they represent.
3. Estyn recognises that certain facilities need to be provided by Estyn to union members and their representatives in order that they can fulfil their roles and responsibilities, and to this end the following agreement has been reached.
4. All inspectors recognise and accept that Estyn's core business is inspecting and reporting on providers. They will use this Facility time proportionately and sensitively, working around inspection activity wherever appropriately, with due regard to the core business need.

Recognised Trade Unions

5. The Trade Unions recognised by Estyn and covered by this agreement are:
 - a. FDA;
 - b. PCS.

Union Members

6. Reasonable requests for time off will be granted to union members purposes.
 - a. Attending a meeting with an accredited representative or other union representative to discuss a matter of personal concern;
 - b. Attending in a specialist capacity, joint meetings, or meetings with accredited representatives in connection with matters of joint concern to Estyn and TUS;
 - c. Attending union meetings called to discuss matters of concern;
 - d. Attending a Conference of a recognised Trade Union;
 - e. Voting at the workplace in union elections;
 - f. Representing the union on external bodies relevant to employment in the Civil Service, e.g. at TUC meetings;
7. Where it is necessary for a union to hold a meeting of members, the TUS should agree the arrangements with management as far in advance as possible. Where a meeting necessarily involves a large proportion of employees at any one time, then management and the union(s) concerned should agree on a convenient time which minimises the disruption of official work, e.g. at lunchtime or towards the end of the working day.

Accredited Representatives

7. An accredited representative is an employee who has been duly appointed by a recognised union to represent their members within the union structure of Estyn.
8. Unions will notify management of the names of all accredited representatives.
9. Accredited representatives will be allowed an agreed allocation of facility time to enable them to perform their union and industrial relations duties (see paragraph 10). Types of activities for which facility time will be granted are:
 - a. Joint meetings between the TUS and management;
 - b. Meetings of the TUS at Estyn, regional or local level;
 - c. Consultation or negotiation with the appropriate level of management on matters of joint concern;
 - d. Preparation, including consideration of papers and proposals for joint meetings, consultation and negotiation;
 - e. Meetings with other accredited representatives or full-time union officers or members to consider matters of joint concern to the Official Side and the TUS;
 - f. Consulting and informing members through the normal channels of communication and through meetings about negotiations and discussions with management;
 - g. Meetings with and on behalf of members on individual issues concerning them and Estyn such as grievance, performance and discipline matters etc;
 - h. Appearing on behalf of members before the Civil Service Appeal Board, a Medical Appeal Board or an outside official body, e.g. an Employment Tribunal dealing with an industrial relations matter concerning the Civil Service as an employer;
 - i. Explanations to groups of new employees of the role of the unions in Estyn;
 - j. Taking part as a representative in meetings of official policy making bodies of the union (such as National, Section or Branch Executive Committees);
 - k. Duty as a chairperson, secretary, organizer or treasurer on a union committee;
 - l. Attendance at a union conference or equivalent event, whether as a delegate or as a trainee delegate;
 - m. Representing unions on internal or external bodies, relevant to employment in the Civil Service, e.g. Union equality or health and safety committees, or TUC meetings.
10. Applications to vary the activities that facilities time can be used for; and changes in the amount of facilities time that can be used, should be made to the Assistant Director (Corporate Services), preferably in advance of the activities being undertaken or additional time being used. This will enable Estyn to monitor facilities time on a by exception reporting basis.
11. Estyn encourages its staff to play an active part in Trade Union business and there should be few, if any occasions that representatives cannot be given time off to participate in these activities. Advance warning and careful planning of meetings should help to ensure that the mutual needs of Estyn and TUS representatives are met. Time off for these activities will not normally exceed 43 days for the FDA and 20 days for the PCS.
12. Requests for additional time off for events not covered by paragraph 9 will be considered by Estyn and where a request for facility time for activities not covered in paragraph 9 cannot be agreed, the reasons for this will be given to the representative in writing and copied to the TUS Secretary.
13. Estyn will apply the normal procedures for staff reporting appraisal and career development for accredited representatives as for all other permanent Estyn staff.

Training

14. Within the total facility time allocations described in paragraph 9I accredited representatives will be allowed an allocation of facility time to attend development and training courses, as follows;

- a. During the first or second year as an accredited representative - up to 10 days;
- b. In subsequent years - up to 5 days; however if a course lasts up to 10 days a maximum of 5 days may be carried over from the previous year or anticipated from the following year;
- c. To facilitate a member becoming an accredited representative up to 5 days may be allowed to a union member for training purposes.

Notice boards

15. Notice Boards in Estyn can be used by the unions to exhibit notices of general interest to their members. e.

16. Use of printing, photocopying, e-mail, telephone etc are available to accredited representatives for Trade Union business. The normal Estyn rules relating to the use of official telephones and e-mails services will apply.

New Entrants

The names of new entrants and those resigning, retiring or transferring within Estyn will be supplied to the Trade Union Side Secretary / Convenor.

17. A representative of the Unions will be permitted to address new entrants during induction with a view to encouraging them to join the appropriate union and to explain the role of unions in Estyn and the Civil Service.

18. In the event of induction not being provided quickly for new entrants, an accredited representative will be allowed to meet new entrants.

Day	Date	Days	Template Type	Row Labels	Count of Template Type
Tue	18 Apr 2023	0.50	FDA Time	1	9
Fri	05 May 2023	0.50	FDA Time	FDA termly meeting	7
Fri	19 May 2023	0.50	FDA Time	FDA Time	2
Wed	24 May 2023	0.50	FDA Time	2	17
Thu	25 May 2023	0.50	FDA Time	FDA termly meeting	6
Thu	15 Jun 2023	0.50	FDA Time	FDA Time	11
Fri	23 Jun 2023	0.50	FDA Time	3	9
Fri	23 Jun 2023	0.50	FDA Time	FDA termly meeting	6
Fri	30 Jun 2023	1.00	FDA termly meeting	FDA Time	3
Fri	30 Jun 2023	1.00	FDA termly meeting	4	10
Fri	30 Jun 2023	1.00	FDA termly meeting	FDA termly meeting	7
Fri	30 Jun 2023	1.00	FDA termly meeting	FDA Time	3
Fri	30 Jun 2023	1.00	FDA termly meeting	5	18
Fri	30 Jun 2023	1.00	FDA termly meeting	FDA termly meeting	7
Fri	30 Jun 2023	1.00	FDA termly meeting	FDA Time	11
Fri	30 Jun 2023	1.00	FDA termly meeting	6	10
Mon	10 Jul 2023	0.50	FDA Time	FDA termly meeting	7
Tue	25 Jul 2023	0.50	FDA Time	FDA Time	3
Wed	26 Jul 2023	0.50	FDA Time	7	11
Thu	27 Jul 2023	0.50	FDA Time	FDA termly meeting	7
Thu	10 Aug 2023	0.50	FDA Time	FDA Time	4
Mon	21 Aug 2023	0.50	FDA Time	8	2
Fri	22 Sep 2023	1.00	FDA termly meeting	FDA termly meeting	2
Fri	22 Sep 2023	1.00	FDA termly meeting	9	18
Fri	22 Sep 2023	1.00	FDA termly meeting	FDA termly meeting	6
Fri	22 Sep 2023	1.00	FDA termly meeting	FDA Time	12
Fri	22 Sep 2023	1.00	FDA termly meeting	Grand Total	104 DAYS
Fri	22 Sep 2023	1.00	FDA termly meeting		
Fri	22 Sep 2023	1.00	FDA termly meeting		
Tue	03 Oct 2023	0.50	FDA Time		
Mon	30 Oct 2023	0.50	FDA Time		
Fri	01 Dec 2023	0.50	FDA Time		
Fri	01 Dec 2023	0.50	FDA Time		
Mon	04 Dec 2023	0.50	FDA Time		
Fri	15 Dec 2023	0.50	FDA Time		
Mon	08 Jan 2024	1.00	FDA Time		
Mon	15 Jan 2024	1.00	FDA termly meeting		
Mon	15 Jan 2024	1.00	FDA termly meeting		
Mon	15 Jan 2024	1.00	FDA termly meeting		
Mon	15 Jan 2024	1.00	FDA termly meeting		
Mon	15 Jan 2024	1.00	FDA termly meeting		
Mon	15 Jan 2024	1.00	FDA termly meeting		
Mon	15 Jan 2024	1.00	FDA termly meeting		
Mon	15 Jan 2024	1.00	FDA termly meeting		
Wed	17 Jan 2024	1.00	FDA Time		
Fri	09 Feb 2024	0.50	FDA Time		
Mon	19 Feb 2024	0.50	FDA Time		
Thu	14 Mar 2024	1.00	FDA Time		
Fri	15 Mar 2024	0.50	FDA Time		
Tue	26 Mar 2024	0.50	FDA Time		
Fri	12 Apr 2024	1.00	FDA Time		
Tue	16 Apr 2024	1.00	FDA Time		
Thu	18 Apr 2024	1.00	FDA Time		
Thu	18 Apr 2024	1.00	FDA Time		
Wed	24 Apr 2024	0.50	FDA Time		
Tue	07 May 2024	1.00	FDA Time		
Wed	08 May 2024	1.00	FDA termly meeting		
Wed	08 May 2024	1.00	FDA termly meeting		
Wed	08 May 2024	1.00	FDA termly meeting		
Wed	08 May 2024	1.00	FDA termly meeting		
Wed	08 May 2024	1.00	FDA termly meeting		
Wed	08 May 2024	1.00	FDA termly meeting		
Wed	08 May 2024	1.00	FDA termly meeting		
Mon	13 May 2024	0.50	FDA Time		
Thu	16 May 2024	0.50	FDA Time		

