

Union Facilities

All employees who are designated representatives of trade unions recognised by the Council or an Academy are entitled to reasonable time off for trade union duties (paid time) and trade union activities (unpaid for things like attendance at conferences). In Wokingham this is currently provided through a series of school-based representatives who are entitled to free periods to allow them to undertake their work.

There are also “local” representatives who work across schools who are trained and experienced union officials. Academies can have access to these local representatives should they choose to buy into this service. Funding for the service comes from two sources:

- Academies that buy into the service
- Maintained schools through de-delegated funds

These pooled funds are allocated to schools that employ union representatives to cover supply costs when representatives are released for union duties. Allocations are made proportionally based on the number of union members in Wokingham schools.

PLEASE NOTE: - If a local representative is employed by an academy, that academy will receive an allocation from the pooled funds to cover the individual’s released time for union duties — provided it has purchased the traded service.

Service	Details/Options	Price (VAT will be added where applicable)	Service Specific Terms
Access to Wokingham Borough Council's union facilities pool.	Trade union rep duties on behalf of members may include: <ul style="list-style-type: none"> • disciplinary hearing • grievance hearings • formal capability meetings • sickness absence monitoring meetings • terms and conditions of employment • investigations • termination of employment • suspension of employment • Section 188 redundancy notices • investigate members’ complaints re health, safety or welfare at work 	Charge is based on a per capita charge based on the number of pupils in the academy school. The per pupil rate for this year is £2.73 – please contact either Schools HR or Schools Finance for further details.	12m Contract

	<ul style="list-style-type: none">• carry out H&S functions e.g. investigating potential hazards• making representations to the employer on the above• representing members in workplace consultations on H&S• attending safety committee meetings• facilitating compromise/settlement agreements		
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Please email business.services@wokingham.gov.uk in the first instance if you have any queries.