

THE BRITISH LIBRARY

INDUSTRIAL RELATIONS FRAMEWORK

RECORD DETAILS	
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CONTRIBUTORS: <i>(By Job title, department, directorate)</i>	
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Trade Union	Trade Union Staff Side Chair and representatives
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November 2014	Reviewed and updated
April 2009	Fully reviewed and updated Section N of the Staff Handbook – ‘Staff Representation’ to be known as Section N - The British Library Industrial Relations Framework which had not been updated since 1993

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1. STATEMENT OF POLICY AND PRINCIPLES

- 1.1 British Library Management and the Trade Union Side are committed to the future success of the Library and to improving the service given to the public and will use this framework to those ends.
- 1.2 The British Library Board is greatly concerned that the best possible relations shall exist between library management and staff in order to promote the efficiency and effectiveness of the Library and the well-being of its staff. It therefore strongly supports the principle that staff should be informed and consulted about the important issues that affect them. This can take place directly with staff and through trade unions. All parts of the British Library should promote the development of good industrial relations through the use of established procedures for collective bargaining and joint consultation, and by complying with negotiated agreements where they apply.
- 1.3 The British Library management regards it as being very much in the interests of staff at all levels to belong to a trade union, which can support them in their reasonable claims and represent their point of view on all kinds of questions affecting their welfare and their terms and conditions of service. Staff are strongly encouraged to join the appropriate trade union.

Management recognises the nationally recognised civil service unions - FDA, Prospect, and the Public and Commercial Services Union (PCS).

- 1.4 The British Library is an Executive Non Departmental Public Body of the Department of Culture Media & Sport and as such follows civil service terms and conditions of service. The Library also has delegated responsibility for some terms and conditions.
- 1.5 To facilitate information, consultation and negotiation with the recognised trade unions acting on behalf of the staff, the Library has established, in agreement with the trade unions, an industrial relations framework of meetings, consisting of a Joint Strategy Group with a number of Sub Groups. The principles guiding this framework are those of the Whitley System of consultation and negotiation as described in paragraphs 9 and 10. The common desire of all parties to deal effectively with each other is recognised. The terms of reference for these groups are set out in Section 2.3.
- 1.6 The British Library Board considers that local consultation between managers and Unions can be of value to both parties. It is also recognised that a useful function may be served by the conduct of discussions and consultations between local managers and Unions representatives on issues of local concern, whether such discussions are initiated by management or Unions.
- 1.7 It is desirable for members of the recognised Unions to be adequately represented. To enable this The British Library provides certain facilities for

Trade Union accredited representatives to assist in their trade union industrial relations activities.

- 1.8 The British Library is committed to equality of opportunity in all its employment practices, policies and procedures regardless of whether a member of staff is a member of a trade union or not.

2. OBJECTS AND FUNCTIONS

2.1 The general objects of the framework will be as follows

- To secure the greatest appropriate measure of co-operation, information exchange, consultation, negotiation and agreement between management and trade unions representing the interests of the staff of the Library.
- To meet the requirements of the Information and Consultation of Employees Regulations 2004.
- To provide machinery for dealing with collective grievances including facilitating discussions with the Chief Executive or Chief Operating Officer on issues that are in dispute with a view to reaching agreement.

2.2 The scope of the framework will cover all matters which affect the conditions of service of staff employed by the Library. This will include the following:

- Enabling staff via their recognised trade unions to make a contribution in partnership with management, based on their points of view and experience, to decisions affecting their conditions of work
- Improving the Library's systems and procedures
- Encouraging and providing opportunities for staff to learn and develop necessary or relevant skills
- Considering the application of proposed legislation that has a bearing on the employment of staff in the Library.

2.3 The objects and functions will be delivered through a series of joint groups:

- Joint Strategy Group
- Joint Consultation and Negotiation Group
- Pay Negotiating Group
- Functional Groups
- Estates & Facilities Management Groups: North & South

Ad hoc groups, with agreed terms of reference, can be established from time to time to examine particular issues.

3. RESPONSIBILITIES

3.1 Management and the Trade Union Side will:

- understand, appreciate and respect the legitimate differences in interests and priorities of the other
- respect the obligation of each side to take legitimate action in pursuit of their interests and priorities
- work together in good faith to arrive at mutually acceptable decisions
- present viewpoints in a professional and reasonable manner
- respect agreed conditions of confidentiality (see Section 4 below)

In addition, Library management will:

- be open and share information honestly and candidly to ensure that representatives have the information necessary to play an effective role
- be committed to genuine negotiation and meaningful consultation
- discuss plans and initiatives for the future prior to any detailed planning stage and at the earliest possible time, and allow the Trade Union Side a reasonable time in which to respond

The Library's Trade Union Side will:

- respond within agreed timescales to requests from management for comments

4. CONDITIONS OF CONFIDENTIALITY

4.1 From time to time, as part of meetings with trade unions and Full-Time Officers, we share data on various areas of the business and different topics in order to facilitate open, meaningful consultation and negotiation. It is incumbent on trade union representatives that this information is only used in the context for which it has been shared, for the purposes it has been shared and is only passed on to other individuals i.e. staff members, where this has been agreed in advance with management i.e. for information/data linked to restructures.

4.2 Conditions of the Data Protection Act apply to the handling of all data shared with trade unions.

4.3 The status of all papers shared with trade unions will be clarified by management as and when shared.

5. FAILURE TO REACH AGREEMENT

5.1 In the event of a disagreement arising in one of the groups the matter may be referred to another appropriate level for resolution.

- 5.2 Failure to reach agreement in the Joint Consultation and Negotiations Group will be referred to the Joint Strategy Group or directly to the Chief Executive.
- 5.3 If mutually agreed, issues in dispute can be referred to the mediation, conciliation and arbitration services of ACAS.

6. FACILITIES

- 6.1 Details of the facilities provided to the Trade Unions are given below under the British Library Facilities Agreement Section 23.

7. AMENDMENTS TO THE FRAMEWORK

- 7.1 The Industrial Relations Framework will be subject to joint review to assess the effectiveness of its operation. A decision to revise the Framework may be taken by the Joint Consultation and Negotiation Group meetings. Amendments to the Industrial Relations Framework will be the subject of negotiation between the Trade Union Side and management at the appropriate level.

8. TERMS OF REFERENCE FOR THE JOINT STRATEGY GROUP & GROUPS

8.1 Joint Strategy Group

- **Purpose**

1. To consider the internal and external factors affecting the Library's strategic direction, including the financial position and to secure a maximum level of contribution and cooperation between Management and Trade Union Side with regard to current and future strategic planning. At least one meeting per year will be chaired by the Chief Executive.

2. To facilitate discussions with the Chief Executive on issues that are in dispute with a view to reaching agreement.

3. The group may be convened on an ad-hoc basis with the agreement of both sides to resolve major issues that are in dispute.

8.2 Joint Consultation and Negotiation Group:

- **Purpose**

1. To consult, negotiate and monitor the development, implementation and operation of British Library policies and procedures including Equality and Diversity, and Learning and Development, and their affect on the terms and conditions of the Library staff.

2. To consider and monitor the application of the Library's People Strategy.
3. To take a proactive lead in promoting equality and diversity within the Library
4. Major issues that are in dispute may be referred to the Joint Strategy Group or directly to the Chief Executive.

8.3 **Pay Negotiating Group**

- **Purpose**

1. To negotiate the pay, allowances and other remuneration of Library staff.
2. To monitor the operation of the British Library Pay Agreement.
3. To negotiate changes to the British Library Pay Agreement.

8.4 **Group issues**

- **Purpose**

1. To inform, discuss, consult and negotiate, as appropriate, with the TUS on developments in the planning, development and progress of Group issues.
2. To identify topics requiring central negotiations between Management and the TUS and to refer these to appropriate existing machinery.
3. Major issues that are in dispute may be referred to another appropriate level.

8.5 **Estates and Facilities Management Groups: North and South**

- **Purpose**

1. The activities of the Group shall be limited to local matters affecting the provision, and operation, of estates, facilities and security for staff employed at London, Boston Spa and Stockton
2. To provide a forum for consultation between Estates department management and the TUS on issues relating to the Library's sites, with particular reference to matters affecting staff working conditions, and the provision of facilities and services.
3. The Group will identify topics requiring negotiations between the two sides and refer centrally as appropriate.
4. The Group will examine, discuss, and where possible resolve local issues.

5. Major issues that are in dispute may be referred to another appropriate level.

8.6 Ad-Hoc Groups

Terms of Reference will be agreed for any ad-hoc groups that need to be set up in addition to those listed above.

9. PUBLICATION OF PROCEEDINGS

9.1 Minutes of meetings will consist of key points of discussion, key decisions and action. The agreed minutes of the corporate level groups will be available to staff via the intranet

10. PROCEDURES

Meeting Title	Frequency held	Documentation
JSG	Twice a year	10 working days
JCNG <ul style="list-style-type: none">• Learning & Development JCNG subgroups <ul style="list-style-type: none">• Redeployment (RRR)• Policy/ Staff Handbook	Quarterly Bi-monthly As required	5 working days
EDWG	3 times a year	5 working days
Pay	As necessary	5 working days
Portfolio Group	Quarterly	5 working days
Estates & Facilities	As required	5 working days

BRITISH LIBRARY DEPARTMENTAL FACILITIES AGREEMENT

11. INTRODUCTION

11.1 This agreement between the British Library Management and Trade Union Side sets out the principles and practices which govern the facilities made available by the Library to staff who are accredited representatives or members of the recognised Unions making up the BL Trade Union Side.

11.2 It is for Human Resources to ensure that this Agreement is applied consistently throughout the Library. There is, however, a need for flexibility in order to cater for local circumstances.

11.3 It is important to take into account not only the value of facilities for effective representation as a means of promoting good industrial relations, but also the requirements to avoid unnecessary cost and to maintain the effective discharge of Library functions.

- 11.4 Facilities detailed in this Agreement will not be provided for activities consisting of the detailed planning or specific implementation of a decision to take industrial action.
- 11.5 Safety representatives appointed by recognised trade unions in the Library will be granted the necessary resources to carry out the functions set out in the Safety Representatives and Safety Committee Regulations 1977, as modified by the Management of Health and Safety at Work Regulations 1999.
- 11.6 Union Learning Representatives appointed by recognised trade unions in the Library will be granted the necessary paid time off and resources, for their training and to carry out their functions, as set out in Section 43 of The Employment Act 2002.

12. ACCREDITED REPRESENTATIVES

- 12.1 An accredited representative is an employee who has been duly appointed or elected to hold office and recognised by British Library management. The following list gives the officers who qualify for accredited representative status:-

i Trade Union Side

Chair, Secretary and local trade union side Chair and Secretary, union representatives on groups described in Section 2.3

ii Unions

- British Library Level
Officers and members of Branch Committees or Section Committees.
- National Level
Officers and members of National Executive Committees and national bodies representing the interests of Civil Service (and equivalent) staff within the Union(s) concerned.
- Safety Representatives
- Union Learning Representatives

13. NOTIFICATION

- 13.1 Trade Union Branch Secretaries will be responsible for notifying the HR Officer of all elected representatives, including health & safety and union learning representatives and their positions. The HR Officer will then issue confirmation of accreditation copied to the line manager together with guidance on the completion of the facility time record. Notification should be sent to the HR Officer whenever the roles change.

14. TIME ALLOWANCES FOR TRADE UNION DUTIES AND ACTIVITIES

- 14.1 Reasonable paid time will be granted to accredited trade union representatives to allow them to carry out their trade union duties and activities. There is a distinction between the amount of time that will be allowed for each category and this is described below together with examples. In considering requests for time off, management will bear in mind the need to avoid disruption of official work and to maintain services to the public, although requests will not be unreasonably refused. Where it is necessary to refuse a request, the reasons will be given in writing.
- 14.2 The post of Trade Union Side Chair is allowed a maximum of 50% facility time for trade union duties.
- 14.3 The role of Trade Union Side Secretary will also need time for their trade union duties (Allocation of time to be reviewed after 1 year).
- 14.4 No Trade Union representative will be allowed more than 50% facility time in total.

15. TRADE UNION DUTIES

Definition: Trade Union Duties are employer facing, relating to collective bargaining and industrial relations (see below examples)

- 15.1 There is no set annual limit. Line managers are expected to be reasonable in agreeing to the time off for which prior notification must be given (see paragraph 5 Requesting Time for Trade Union Duties and Activities).

Examples of trade union duties are as follows (this list is not exhaustive):

- a. Attendance at all joint meetings between the Trade Union Side, or unions and management
- b. Consultation or negotiation with the appropriate level of management on matters of joint concern e.g. conditions of service.
- c. Preparation, including consideration of papers and proposals, for joint meetings, consultation and negotiation.
- d. Taking part in meetings of Branch or Section Committees where issues under discussion arise from management action or industrial relations. N.B. Where issues under discussion are union facing these elements are classed as activities (See 16.4(b) below).

- e. Consulting and informing members on collective issues through the normal channels of communication and exceptionally through all members' meetings.
- f. Meeting with other accredited representatives or full time union officers or members to consider matters of joint concern to both management and Trade Union Side or unions.
- g. Meetings of the Trade Union Side or union representatives. These can include regular scheduled TUS business meetings, as well as those held prior to or after a joint meeting to consider matters relating to that meeting.
- h. Personal case work: including discussing, researching and representing members on matters of a personal nature concerning them and the British Library.
- i. Appearing on behalf of members before a Medical Appeal Board (or similar Departmental boards) or an outside body e.g. an employment tribunal concerning the British Library as an employer.
- j. Participation in induction events to explain the role of the unions to new employees.
- k. Carrying out the duties of a Health and Safety representative as per the British Library [Health & Safety Policy](#) and the Health and Safety at Work Act 1974
- l. Carry out the duties of Union learning Representative in providing analyse of the learning or training needs of union members; information and advice about learning or training; to arrange or encourage learning or training; discuss their activities as a learning representative with their employer and to train as a learning representative.

16. TRADE UNION ACTIVITIES

Definition: Trade Union Activities are union facing, often concerning the running or administration of the union (see below examples)

- 16.1 There is a limit of 15 days i.e. 108 hours per calendar year (pro-rated for part time staff). Amounts taken in excess of this will be unpaid.
- 16.2 Representatives who are elected to the roles of Branch Secretary or Chair for Prospect and PCS Branches will be allowed up to 27 days i.e. 195 hours per calendar year (pro-rated for part time staff) for trade union activities.

- 16.3 Staff who are elected to their union's National Executive Committee or national office will be allowed a maximum of 40 days in a calendar year.
- 16.4 Travelling time associated with trade union activities will not be counted against the limit.

Examples of trade union activities are as follows (this list is not exhaustive):

- a. Taking part as a representative in meetings of official policy making bodies of the unions, e.g. National Executive Committees or their equivalent; national union conferences.
- b. Taking part in meetings of Branch or Section Committees where issues under discussion are union facing. N.B. Where issues under discussion arise from management action or industrial relations these elements can be classed as duties (See 15.1(d) above).
- c. Representing the union on an external body relevant to employment in the British Library e.g. The Trades Union Congress meetings
- e. Undertaking activities as an Organiser or Treasurer

Note: Additional time to the limits above will be allowed for trade union delegates attending national policy making conferences as follows:

- PCS (North): Up to 4 days a year for up to 2 delegates (National and Cultural Conferences)
- PCS (South): Up to 4 days a year for up to 2 delegates (National Conferences) and up to 3 delegates (Cultural Conferences)
- Prospect: Up to 3 days for biennial national conference for up to 3 delegates;
Up to 1.5 days for biennial civil service sector conference for up to 2 delegates
- FDA: 1 day a year for up to 1 delegate

- 16.5 Allowances related to pay will not be affected by any paid absences from official duties, but absence during overtime periods will not attract payment.

17. REQUESTING TIME FOR TRADE UNION DUTIES OR ACTIVITIES

- 17.1 Requests for time for trade union duties and trade union activities, including training, should be made to the line manager giving as much notice as possible of the absence, the reason for the absence, the timing and likely duration. Where details of meetings are known in advance e.g. corporate meetings as set out in the IR Framework; Branch and section Committee meetings, then these can be agreed with line managers at the time of booking the meeting. As a guide to requesting time for other meetings, the

minimum periods of notice for requesting annual leave should be used (however in instances such as personal cases which can arise urgently or when management calls an urgent meeting it may not be possible to adhere to this guideline) :

Up to 1 day	2 days' notice
Up to 5 days	3 days' notice
Over 5 days	2 weeks' notice

- 17.2 When considering the request, management will bear in mind the need to avoid disruption to the work of the section and the maintenance of services to the public. Requests will not be unreasonably refused, in situations where a request has to be refused; the manager will record the reasons in writing.
- 17.3 In exceptional circumstances shorter notice may have to be given, but representatives should be aware that this could result in approval being withheld.

18. UNION MEMBERS

- 18.1 Reasonable requests for paid time may be granted to union members for the following purposes:
- i. attending union meetings called by the Section, Branch or Trade Union Side (the meeting may start during working hours for this purpose).
 - ii. attending a conference of a recognised Trade Union in the British Library, whether as a delegate or trainee delegate;
 - iii. voting at the workplace in union elections;
 - iii. attending in a specialist capacity joint meetings or meetings of the Trade Union Side, Section or Branch or with full-time union officials or with accredited representatives, in connection with matters of joint concern to the Management and Trade Union Side or Unions;
 - iv. attending Branch or Section Committee meetings as a committee member who is not an accredited representative;
 - v. representing the union on external bodies relevant to employment in the British Library or Civil Service, e.g. at Trades Union Congress meetings.
- 18.2 Requests for meetings of trade union members should be made via the HR Officer who will seek the agreement of the line management as far in advance as possible, with 5 working days as a minimum. Meetings should be held at a time which minimises disruption of official work and allows services

to the public to be maintained where applicable e.g. before or after a meal break or at the beginning or end of the day.

- 18.3 In exceptional circumstances shorter notice may have to be given, but representatives should be aware that this could result in approval being withheld.

19. TRAINING AND DEVELOPMENT FOR TRADE UNION REPRESENTATIVES

19.1 Up to 10 days paid leave a year will be allowed for representatives first year of training and 5 days paid leave thereafter per annum, and development in addition to the limit given above. This can include induction, specialist and advanced courses (including statutory Health & Safety and Union Learning representative training) organised by the TUC or individual unions as well as attendance at day schools, pay seminars and other specialist conferences or meetings. The training must be approved by the appropriate trade union and prior requests for the time off should be made to the line manager.

19.2 For representatives covered by specific statutory regulation the following will be allowed:

- H&S representatives up to 12 days paid leave each for Stage 1 and Stage 2 (Stage 1 and 2 are not to be completed in the same year).
- Union Learning Representatives up to 5 days paid leave each for Stage 1 and Stage 2.

19.3 In addition to formal courses, day schools and conferences, opportunities for the mentoring and coaching of representatives, particularly those new to the role will be encouraged, this could include observing at internal discipline or grievance hearings provided all parties are in agreement.

19.4 If approved courses (either singly or in total) are scheduled to last more than 10 days in the first year, or more than 5 days in any subsequent year, an application can be made to the Head of Strategic Human Resources for an increase in the training allowance for that year.

20. MONITORING FACILITY TIME

20.1 The use of paid time is conditional on the union representative being accredited, seeking prior notification and approval from the line manager and keeping up to date and accurate records of the time spent on union related work.

20.2 All trade union representatives will be required to complete a facility time record (see Section 24 for guidance) and to send the completed form authorised by their line manager on a monthly basis to the HR Officer who will compile a central record of time spent.

Nil monthly returns are still required.

If this information is not provided after informal reminders have been issued by the HR Officer, the representative will be written to and advised that continued failure to submit the completed facility time forms will result in accreditation [and therefore entitlement to paid facility time] being withdrawn (The appropriate union full time official will be consulted before accreditation is withdrawn).

- 20.3 The central record of facility time will be shared with the Trade Union Side Chair and Secretary on an annual basis for information purposes and joint reviews as appropriate. An example of a completed Facility Time Record together with more detailed guidance is given in Section 23 & 24.

21. PERSONNEL MANAGEMENT AND CAREER CONSIDERATIONS

- 21.1 As far as possible the normal procedures for staff reporting, appraisal and career development will apply for accredited representatives. In all cases the normal principles should apply and Trade Union representatives should be treated no differently from other staff.

- 21.2 Managers will be instructed to take particular care on the following points:

- i. neither higher nor lower markings should be given simply because the reportee spends official time on Trade Union duties.
- ii. the Performance Management Record should show the percentage of time spent on Trade Union work. Assessments should be made only after due account has been taken of such time. Where the reportee spends, for example, 20% of total time on Trade Union and Industrial Relations work assessments should relate to the 80% spent on official duties, rather than being given as though the reportee is expected to carry out a full-time official duty.

- 21.3 In relation to the Trade Union Side Chair at 50% it is recommended that if an individual who has served as TUS Chair for 2 years wishes to stand for re-election, it is recommended that they have a discussion about their future career aspirations with their line manager and their Branch Committee and TUS.

22. CONDUCT

- 22.1 Normal standards of conduct, discipline, attendance and performance as laid down in the Staff Handbook apply to members of British Library staff who are Trade Union representatives. Should any formal action regarding discipline, attendance, capability/inefficiency against a Trade Union Representative be considered, then before any action is taken the appropriate regional/

Headquarters union official should be notified by Human Resources]. Managers should take care that a disciplinary penalty is not seen as an attack on the union's functions. Notwithstanding these points, consultation is not normally necessary over an oral warning or informal warning as provided for minor offences.

23. ADMINISTRATIVE FACILITIES

- 23.1 In addition to the Trade Union Side Offices in London and at Boston Spa, provision shall be made where possible for:
- i. Rooms for TUS or Union meetings;
 - ii. Location and use of files and papers etc., for example in a general or private office;
 - ii. Private use of general rooms for interviews etc.
- 23.2 Accredited representatives of the TUS or Unions requiring access to a telephone shall be allowed the use of an official telephone with reasonable privacy. Representatives should observe the general rules relating to economy in the use of telephones for official business.
- 23.3 The local section or branch of any recognised union may have;
- i. notice board facilities on official premises. Boards will be provided without charge.
 - a) The position of notice boards should normally be confined to those areas of official premises that are not ordinarily accessible to the general public. The siting and number of boards is a matter for local discussion and agreement. Multi-union boards should be used wherever possible.
 - b) The title of the unions may be inscribed on the notice board.
 - ii. Facilities for trade union pages on the Intranet
 - iii. Unions are free to exhibit union notices of general interest to their members on their notice boards or on their intranet pages, but no notice may be exhibited anywhere else on official premises without the previous consent of the Library.
 - iv. Notwithstanding (iii) above, management may challenge the propriety of any notice, and on giving reasons, subsequently to be confirmed in writing, secure its immediate withdrawal. The union concerned would be free to make representations to management about reinstatement of the notice.

- 23.4 Use of the internal distribution system, IT and photocopying facilities shall be made available for secretarial purposes to the Trade Union Side and to Unions within reason, provided that this does not interfere with official work. Management should raise any problems relating to the use of these facilities with the appropriate Union or TUS Officer.
- 23.5 Copies of the British Library Staff Handbook are available to TUS and Union Branch Officers on the Intranet.
- 23.6 Human Resources shall supply to Union Branch Secretaries lists of those joining the Library, staff resigning and transferred in or out, along with their grade.
- 23.7 Recruitment of new members on official premises shall be allowed subject to agreement between the union representative and the relevant line manager(s) with regard to timing.
- 23.8 Access for trade union representatives to areas within library buildings will not be unreasonably refused, and if refused reasons will be given in writing.
- 23.9 The Library Management and the Trade Unions will be responsible for their own expenses. However there will be occasions when the Library Management will pay for the travel and subsistence costs for trade union representatives to attend joint meetings.
- 23.10 The facilities agreement also provides for members' union subscriptions to be deducted from their pay without charge.

FACILITY TIME RECORDING GUIDANCE AND FORM

24. GUIDELINES FOR MANAGERS AND ACCREDITED UNION REPRESENTATIVES

24.1 INTRODUCTION

A Facility Time Record must be kept on the form provided, by all accredited representatives, including Health & Safety and Union Learning Representatives. Copies of the form are available on the Intranet (insert link) and are available from the HR Officer.

- It is the duty of the line manager to ensure the correct allocation of Facility Time and that TUS representatives keep the record up to date.
- It is the duty of the representative to give sufficient information for the record to be maintained.

- 24.2 The record should cover all Facility Time whether spent at the desk or elsewhere. Very small amounts of time, e.g. a short telephone call or a brief word with a union member, need not be included.
- 24.3 Travelling time for Trade Union duties must be included on the facility record. However, travelling time associated with Trade Union activities does not need to be shown as it will not be counted against the limit on Trade Union activities. Managers should still update the representative on the time recording system for the full absence.
- 24.4 If a meeting spans a lunch period, the time taken for lunch should not be included in the record.
- 24.5 Records should be sent to the HR Officer by the Union Representative on a monthly basis. **Nil returns are also required.** Further advice may be obtained from the HR Officer.

25. COMPLETING THE FT RECORD

- a) A specimen completed record can be found [here](#).
Hours taken: time should be given in hours and minutes.
- c) Reason for taking FT:
- i. Sufficient detail should be given to identify whether the entry falls under trade union duties or activities [see Section 15 & 16 above], so that the entry can be audited. It is not enough to put 'meeting'. When possible each entry should be agreed between the manager and representative at the time it is made.
 - ii. In relation to 'Personal Casework' this should indicate the main department and the policy area covered
e.g. Personal case – IT – Managing Attendance
 - iii. Arbitrary attributions of time, e.g. on a 50/50 basis, must not be made in any circumstance.
 - iii. TUS officers to ensure a record is completed for TUS duties; this can be the same form for Reps with dual roles.