

HOUSE OF COMMONS FACILITIES TIME AGREEMENT INCORPORATING THE CIVIL SERVICE NATIONAL WHITLEY COUNCIL REVISED AGREEMENT ON FACILITIES FOR INDUSTRIAL RELATIONS DUTIES AND TRADE UNION ACTIVITIES IN THE NON-INDUSTRIAL CIVIL SERVICE

INTRODUCTION

1. This agreement between the Official and Trade Union Sides of the National Whitley Council sets out the principles and practices which govern the facilities made available by the House of Commons Service to employees who are accredited representatives or members, not being paid union officials, of unions recognised by the House of Commons Service.
2. The agreement takes due account of the requirements of Sections 168-170 of the Trade Union and Labour Relations (Consolidation) Act 1992, and the provisions of the ACAS Code of Practice No 3 on "Time Off for Trade Union Duties and Activities".
3. Part A set out the principles relating to the agreement and to industrial relations in general. Part B deals with the practical application of the provisions in the agreement.

PART A - PRINCIPLES

4. The following principles, which both Sides endorse, form the basis of the agreement:

(i) It is for each employer to agree with each of its recognised unions, and with its Trade Union Side representatives as appropriate, the detailed arrangements for the granting of facilities in accordance with the provisions of this agreement.

(ii) Department Establishment Officers in each department have a role to play ensuring that the agreement is applied consistently throughout the House. There is, however, a need for flexibility in view of the requirement to cater for local circumstances.

(iii) The Cabinet Office has a responsibility to ensure that the principles of the agreement are interpreted consistently throughout the Civil Service. The House aims to keep 'broadly in line' with policy and practice in the Civil Service. Disagreements on points of principle, or requests for clarification as to the intention of this agreement may be referred to national level.

Throughout this Agreement the term "Trade Union Side" should be interpreted as the appropriate level of representation in each case, i.e. a Trade Union or Staff Side at national, House or local level.

(iv) It is desirable for members of House of Commons Service recognised unions to be adequately represented at all levels.

(v) There should be effective methods of negotiation, consultation and communication, recognising the joint desire of Management, Trade Union Sides and Unions to deal effectively with each other.

(vi) With respect to local issues affecting a specific employer it is for that employer to determine with its Trade Union Side and recognised unions the appropriate machinery of negotiation and consultation. If necessary, advice may be sought from the Personnel Policy Directorate.

(vii) Union and Trade Union Side representatives have responsibilities to their union or Trade Union Side and to the staff they represent.

(viii) Union and Trade Union Side representatives and members have responsibilities to the House of Commons Service.

(ix) Both Sides have a responsibility for ensuring a well ordered system of industrial relations and trade union organisation.

(x) 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 departmental functions.

(xi) Facilities detailed in the agreement will not be provided for activities consisting of the detailed planning, or the specific implementation, of a decision to take industrial action.

(xii) It is important for all levels of management to know the extent of their authority, and for all union and Trade Union Side representatives to know the extent of their duties under the agreement.

(xiii) Both Sides have a responsibility to abide by agreements reached, whether nationally, by the House service , or locally.

(xiv) The nature and extent of the facilities to be provided for accredited representatives will be for determination within the agreed House service machinery for negotiation and consultation.

(xv) The activities covered by the agreement should be those in which unions and management are jointly involved, and those which are of concern to unions alone (examples of both kinds of activity are given in paragraph 16).

PART B - PRACTICAL APPLICATION

ACCREDITED REPRESENTATIVES

Definitions and coverage

5. An accredited representative is an employee who has been duly appointed to hold office on the Trade Union side of a Departmental Whitley Council, another Departmental Whitley Committee at any level, a regional or local Whitley Committee or to a union office within the agreed machinery of negotiation and consultation by an employer, or employers if the representational machinery spans more than one employer. Those offices for which accredited representative status will normally be granted to the holder will be a matter for settlement on the National Whitley Council in respect of national appointments, and on the appropriate Departmental Whitley Council in respect of appointments within the employer or employers concerned.

6. The Trade Union Side accept that appointments should be notified to the Personnel Policy Directorate and to the appropriate Departmental Establishment Officer in writing, stating the name and office of the appointee, the appointment, (or appointments) to be held, the date of their commencement and their duration. The responsibility for notification will rest with the appropriate Trade Union Side Branch Secretary (Chairman in respect of a newly appointed Secretary) for Trade Union Side appointments, and with the headquarters of the relevant union for union appointments. This responsibility may, with the agreement of the employer concerned, be delegated to a lower level in the case of local appointments.

7. Both Sides recognise that it is desirable for accredited representatives to have had practical experience not only of Trade Union Side affairs, but also be reasonably familiar with the work of the House and of the pay bands of staff they represent. To this end, both Sides accept that it will be possible for accredited representatives status involving a substantial (i.e. 50% or more) allowance of time off, to be granted only in exceptional circumstances to staff within the first 9 months of probation on entry to the House of Commons Service. If probationers are elected to union office in such circumstances, confirmation of accredited representative status will be conditional upon the satisfactory performance of official duties.

Personnel management and career considerations

8. As far as possible, management should apply the normal procedures for staff reporting, appraisal and career development for accredited representatives and will take account of the knowledge, skills and experience demonstrated and gained in the time spent on industrial relations duties.

9. Management and Trade Union Sides should agree on the arrangements for assessing the performance of accredited representatives on their industrial relations duties. Reports should be completed annually by the people best qualified to assess the individual's performance. Separate reports may be completed on official and industrial relations duties and, where appropriate, the union or Trade Union Side Chairman or Secretary, and/or a member of departmental management, may complete or contribute towards the assessment made on industrial relations duties. In all cases the signatories to the report should be of a higher grade than the person being reported on, they should have received the necessary staff reporting training, and the countersigning officer should be in line or personnel management position.

10. For accredited representatives, normal Job Appraisal Reviews will be confined to official duties. Appraisal reviews covering industrial relations duties may be conducted at the request of the individual by more senior union or Trade Union Side officials, and/or by a member of departmental management in the course of a Career Development Interview.

11. In all cases the normal principles governing promotion should apply and accredited representatives should be treated neither more nor less favourably than other staff.

12. Although normal disciplinary standards apply to employees of the House of Commons Service who are trade union representatives, normally no disciplinary penalty should be imposed on a trade union representative until the circumstances of the case have been discussed with a senior trade union representative or full time official. (Consultation is not necessary over an oral reprimand or written warning as provided for minor offences.) Care should be taken that a disciplinary penalty is not seen as an attack on the union's functions.

Time off allowances

13. Accredited representatives whose responsibilities justify it should be given reasonable time off to enable them to undertake functions as exemplified in paragraph 16;

(i) Local paid absence from work should be granted where the duties exemplified in 16(i) are of a limited extent (normally for absences of up to half a day). Where justified by the extent of these duties an agreed regular paid facility time allowance may be allocated.

(ii) Paid special leave may also be granted within the limit for each leave year of 25 days (40 days for members of National Executive Committees and Councils) for the activities exemplified in paragraph 16(ii). When considering requests for special leave with pay for these purposes, management will bear in mind the need to avoid disruption of official work and to maintain services to the public, though proper requests will not be unreasonably refused. Additionally, unpaid special leave may be allowed in exceptional circumstances for activities like those in paragraph 16(ii). Such unpaid special leave will not reckon for pension purposes unless the union (or the individual concerned) pays a charge of 20% of the notional pensionable salary that would normally have been paid for the period of unpaid special leave.

In addition, the union (or the individual concerned) should continue to pay to the employer the appropriate contributions to the widows' and dependants' scheme and for the purchase of added years, based on the same notional pay. The 20% charge will vary in line with changes in the secondment charge provided for in paragraph 10277b of the Establishment Officers' Guide.

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

14. The amount of facility time and paid special leave, and the activities for which they are granted, should be agreed with management on the appointment of an accredited representative. They should be a factor in determining the nature and extent of the official duties which an accredited representative is expected to perform. Calculation of facility time allowances should be made after deducting annual leave, public, privilege and bank holidays from the working year. The amount of time off in relation to the functions detailed in paragraph 16 may be given as a composite allowance if any employer think it appropriate to do so. When a time-off allocation is granted, arrangements should be made for the accredited representative to account to a designated manager for the particular use made of time spent away from official duties under this agreement, and the limit up to which they may be allowed time off by the designated manager must be reviewed at least annually by the authority granting it.

Shift workers

15. Special provision may need to be made for accredited representatives who do not work normal office hours but who are required to attend meetings within those hours. For example, an accredited representative may be rostered to work night shifts within conditioned hours on the nights preceding and following a meeting which they have to attend as a representative. Depending on the circumstances, and by agreement with local management, they may be allowed paid time off in respect

of at least one of those shifts. Shifts so treated should count as one day of paid time off when calculating an overall facility time allowance or when logging paid special leave within the limits set out in paragraph 13.

Functions

16. The functions for which paid time off may be granted under paragraph 13 include

- (i)
 - 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 Consulting and informing members through the normal channels of communications and exceptionally through meetings as provided in paragraph 17(c) about negotiations and discussions with management.
 - e Meetings with other accredited representatives or full time union officers of members, to consider matters of joint concern to both the Official and Trade Union Sides or unions.
 - f Meetings of the Trade Union Side or union representatives prior to or after a joint meeting to consider matters relating to those meetings.
 - g Conducting interviews with and on behalf of members on grievance and discipline matters concerning them and their employing Department.
 - h Appearing on behalf of members before the Civil Service Appeal Board, a Medical Appeal Board (or similar boards) or an outside official body, e.g. an employment tribunal dealing with an industrial relations matter concerning the House of Commons Service as an employer.
 - i Explanations to groups of new employees of the role of the union in the House of Commons Service industrial relations system.
- (ii)
 - a Taking part as a representative in meetings of official policy making bodies of the union (such as National Executive or section Executive Committees), meetings of the Trade Union side, or meetings of Branch Executive committees.
 - b Attendance at a conference of a recognised trade union in the House of Commons Service, whether as a delegate or as a trainee delegate.

- c Representing the union on external bodies, relevant to employment in the House of Commons Service e.g., at Trade Union congress meetings.
- d Duty as organiser or Treasurer.

Union Members

17. Reasonable requests for time off may be granted to union members, for the following purposes:

- a Attending a Conference of a recognised trade union in the House of Commons Service, whether as a delegate or as a trainee delegate.
- b Voting at the workplace in union elections.
- c Attending union meetings called because of the urgency of the matter to be discussed.
- d Attending in a specialist capacity, joint meetings, or meetings of the Trade Union Side, or with full-time union officials, or with accredited representatives, in connection with matters of joint concern to the official and Trade Union Sides or unions.
- e Attending union meetings at which branches consider and propose resolutions for annual conferences.
- f Attending Branch Committee meetings as a committee member who is not an accredited representative.
- g Representing the union on external bodies relevant to employment in the House of Commons Service e.g. at Trades Unions Congress meetings.
- i Where it is necessary for a union to hold a meeting of members for the purposes of b, c or e in paragraph 17 above the union should agree the arrangements with management as far in advance as possible.

18. (i) Where a meeting necessarily involves a large proportion of employees at anyone time, management and the union(s) concerned should agree on a convenient time which minimises the disruption of official work and allows service to be maintained e.g. towards the end of the working day or just before or just after a meal break.

(ii) Where a flexible working hours system is in operation the appropriate credit should be allowed for attendance at any such meeting.

Training

19. Within the allowances set out in paragraph 13(ii), special paid leave as follows may be allowed to undergo training at courses relevant to representational duties, including induction, specialist and advanced courses organised by the TUC or unions,

provided the accredited representative is sponsored by their union headquarters:

- (i) During the first or second year as an accredited representative, up to 10 days.
- (ii) In subsequent years up to five days, except that up to five days from the following year's training allowance may be anticipated if a TUC course lasts up to 10 days.

20. In order to facilitate members in becoming accredited representatives, a union member may be allowed up to 5 days' paid special leave for training purposes.

UNION LEARNING REPRESENTATIVES

21. Union Learning Representatives (ULRs) are trained in advising union members on learning needs and opportunities. Generally, their role is to promote the value of learning amongst their members and to advise them in training and development matters.

22. Employees who are members of a trade union recognised by the House of Commons Service can take reasonable time off to undertake the duties of a ULR; this is provided that the union has given the Departmental Establishment Officer notice in writing that the employee is a learning representative of the trade union and has confirmed that the training condition has been met (see paragraph 26 for further details). Where time off is required during work time, the employee will be paid for that time.

23. The functions for which time off as a ULR is allowed are one or more of the following:

- ◆ 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 employer about carrying on any such activities
- ◆ preparation to carry out any of the above activities
- ◆ undergoing relevant training.

Training For Union Learning Representatives

24. 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 written notice that the employee is a learning representative of the trade union
- ◆ or within six months of that date.

25. In the latter case, the trade union should give the DEO notice in writing of the dates or period of time within which the training will occur at least 4 weeks in advance.

The Training Requirement

26. An employee will need to be able to demonstrate 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 ULR:

- ◆ analysing learning or training needs
- ◆ providing information and advice about learning or training matters
- ◆ arranging and supporting learning and training
- ◆ promoting the value of learning and training.

27. Details of previous training or experience may be taken into account as evidence that the employee has developed the required competencies to operate as a ULR.

Time Off for Accessing the Services of a Union Learning Representative

28. An employee who is a member of an independent and recognised trade union is, by agreement with the DEO, permitted to take reasonable time off during working hours for the purposes of accessing the services of a Union Learning Representative.

ADMINISTRATIVE FACILITIES

Office accommodation

29. (i) Every effort should be made to allocate a room to Trade Union Side or union accredited representatives for their exclusive use. Where no room is available for exclusive allocation, departments should allow the private use of a general room, for example, for interviews. Rooms will be allocated on the understanding that they may be reallocated if required for overriding official purposes.

(ii) In multi-occupancy buildings it may be necessary and appropriate for the Trade Union Side, or for unions representing more than one department, to share accommodation, after consultation with all parties.

(iii) Employers are encouraged to provide at their discretion rooms for Trade Union Side or union meetings wherever possible.

Furniture

30. The Trade Union side and each union should be provided with furniture as necessary, for example a desk with a lockable drawer and/or a lockable cabinet. Their location will depend on whether or not exclusive accommodation has been allocated to the accredited representatives.

Telephone

31. Accredited representatives of Trade Union Sides or unions requiring access to a telephone should be allowed the use of an official telephone with reasonable privacy, wherever possible, in a room allocated to a Trade Union side or union. Accredited representatives should observe general guidance for the economic use of telephones for official business. The normal House rules relating to the use of official telephones for other purposes will apply.

Notice Boards

32. (i) The local branch of any recognised union may have notice boards facilities on official premises. Boards will be provided by departments without charge.

(ii) the position of notice boards should normally be confined to those parts of official premises which 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.

(ii) The titles of unions may be inscribed on the notice boards.

(iv) Unions are free to exhibit union notices of general interest to the staff on their notice boards but no notice may be exhibited anywhere else on official premises without the previous consent of the department.

(v) Notwithstanding (iv) above, management may challenge the propriety of any notice exhibited by a union 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 the reinstatement of the notice.

Office services

33. (i) Correspondence between Trade Union Sides and unions and their members may be sent (under cover) through the internal distribution system. Material despatched through the post must not be enclosed in official envelopes and must bear the appropriate postal charge.

(ii) The Trade Union Side and House of Commons Service unions may also use the Inter-departmental Despatch Service (IDS) for delivery of mail. Where a special call has to be made to collect and deliver mail a standard call charge will be made.

(iii) Secretaries of Trade Union Sides and branch or section secretaries of unions may be allowed the use of official typing, duplicating and photocopying facilities, where available for essential work in respect of their representational duties, provided that this does not interfere with official work. Exceptionally, personal secretarial or clerical assistance may be provided at the discretion of management.

(iv) Paper from stock can be supplied to Trade Union Sides and to unions on a repayment basis. The supply of all stationery from stock in these circumstances will be governed by the principle, embodied in Whitley constitutions, that each side of a Whitley body is responsible for its own expenses; common expenses being defrayed in equal proportions. Trade Union Sides should be charged on this basis.

Access to documents

34. Trade Union Sides and accredited union representatives should have access to documents which set out the rules relating to pay, conditions and such other matters affecting employees. Such documents should be supplied to the Trade Union Sides automatically by the Finance and Administration Department and arrangements in respect of accredited representatives should be decided departmentally.

Staff joining and leaving

35. (i) The House service, through the Finance & Administration Department will normally arrange to provide the names of new entrants and of those resigning and of incoming and outgoing transferred staff to the Branch Secretary or equivalent level of the recognised union (or unions) for the pay band of the persons concerned, or to the House Trade Union Side. Normally this information should be provided to the appropriate union official at the local level, unless the unions request it to be provided at a different level.

(ii) Employers will normally also, where practicable, and at the request of a Branch Secretary or his equivalent, allow an accredited representative of the appropriate Trade Union side or recognised union to address new entrants during induction training on the role of unions in the House of Commons Service. Management may be present at such sessions if they wish. Where induction training is not provided for new entrants within four weeks of taking up appointment, departments should allow accredited representatives of the appropriate recognised union to meet new entrants.

(iii) Recruitment of new members on official premises should be allowed subject to agreement between management and union representatives with regard to timing.

Election of union representatives in official time

36. The House of Commons Service will provide facilities by agreement with the appropriate recognised unions for the election of union representatives or for the announcement of election results from ballots of individual members held previously. Where election takes place at the annual general meeting of a union or at any other general meeting of a union the meeting should be allowed to start during working hours for this purpose unless a service to the public would thereby have to be withdrawn. However, employers should make all reasonable efforts to ensure that the election can take place during working hours.

TERMS OF AGREEMENT

37. This agreement may be terminated by either side upon giving one year's notice. The provisions of the agreement may be reviewed at any time at the request of either side.

(This Agreement was revised on 3 June 2003).

Facilities Time for Trade Union Activities at the House of Commons

Table A: Guidelines For Administration of Trade Union Facilities Time within the National Whitley Agreement

MEETING OR PURPOSE	REPRESENTATIVES	NOTES	NOTICE REQUIRED
Meetings of the Whitley and sub Committees			
1. Whitley Committee.	President of the Trade Union Side. Trade Union Side Administrator. A further 10 recognised trade union members (including 2 representing the Craft Group employed by PWSO).	Trade Union Headquarters Officers and any other trade union members may be co-opted (up to a maximum of 6) to attend Committee meetings by joint agreement. The TUS health and safety officer generally also attends. New branch officials may attend as observers.	The dates of meetings are published annually in the Whitley diary.
2. General Purposes Sub-Committee.	President of the Trade Union Side. Trade Union Side Administrator. A further 6 recognised trade union members (at least one representative from each recognised trade union).	Trade Union Headquarters Officers and any other trade union members may be co-opted (up to a maximum of 6) to attend Committee meetings by joint agreement. The TUS health and safety officer generally also attends. New branch officials may attend as observers.	
3. Refreshment Department Joint Consultative Committee.	4 recognised trade union representatives (including the Trade Union Side Chairman and Administrator).	Recognised Trade Union Headquarters Officers and any other trade union members may be co-opted (up to a maximum of 6) to attend JCC meetings by joint agreement.	

MEETING OR PURPOSE	REPRESENTATIVES	NOTES	NOTICE REQUIRED
4. Parliamentary Works Services Directorate Joint Consultative Committee.	12 recognised trade union representatives (including the Trade Union Side Chairman and Administrator).	Recognised Trade Union Headquarters Officers and any other trade union members may be co-opted (up to a maximum of 6) to attend JCC meetings by joint agreement.	
MEETING OR PURPOSE	REPRESENTATIVES	NOTES	NOTICE REQUIRED
5. Trade Union Side and TUS Secretariat (prior to or after a joint meeting to discuss matters relating to that meeting).	Trade union representatives attending the committee meeting.	Usually of 1 hour duration, however the President may agree a longer time if needed.	TUS should confirm details of the time and date of meeting at least one week before the relevant committee meeting.
Meeting preparation and constituent union's administration			
6. Preparation time in respect of other House wide or departmental meetings.	As agreed with DEO.	As agreed with DEO.	As agreed with DEO.
7. Trade Union administration and representation in respect of staff.	Branch officials as nominated by each Union Branch Health & Safety representative Branch learning representative.	As agreed with the DEO (paras 7, and 13 to 16 of the Agreement are relevant). Amount of time will depend on size of membership, complexity of issues being dealt with, and impact on non-Union duties (para 16).	Actual days/times to be agreed with DEO. Safety Reps may need to be released at short notice. Meetings should be arranged to enable attendance of TU Representative.

MEETING OR PURPOSE	REPRESENTATIVES	NOTES	NOTICE REQUIRED
Ad-hoc activities			
8. Meetings concerning staff matters eg. disciplinary hearings, grievances, staff terms & conditions, pay etc, negotiations with management, personal cases.	Branch Secretary other Branch Executive Officer; TUS President, TUSA, other TUS officers.	May (depending on the issue) also involve national officials. Any preparatory time to be agreed with DEO. May require attendance away from the House.	As agreed with DEO. Meetings should be arranged to enable attendance of TU Representative.
9. Branch Meetings, EGMs and AGMs.	Union members.	One AGM per annum. Branch Meetings, as defined in Union Rulebook, should be arranged for quiet times. Every effort should be made to accommodate staff wishing to attend.	As agreed with DEO, but minimum of two weeks notice should usually be given.
10. Union training courses.	All accredited representatives.	During the 1 st or 2 nd year as an accredited representative, up to 10 days. Thereafter 5 days per annum (up to 5 days from the following year's training allowance may be brought forward if a course lasts up to 10 days.) DEO has discretion if additional training time is required. A union member may be allowed up to 5 days paid leave for the purposes of undertaking training to facilitate accreditation.	TU reps will endeavour to give as much notice as possible. Dates/times of courses to be agreed with the DEO.

MEETING OR PURPOSE	REPRESENTATIVES	NOTES	NOTICE REQUIRED
11. Appearing on behalf of members before the Civil Service Appeal Board, Medical Appeal Board or outside official body dealing with employee relations matters concerning the House.	Branch Chairman or Secretary; exceptionally; TUS President.	As and when required National Officer may be required.	As agreed with DEO.
12. Conferences or meetings with national officers, the National Executive Committee, Association of Executive Committees and other sectional bodies.	All accredited representatives.	When required.	As agreed with DEO.
13. Branch Committee meetings.	Branch Chairman Branch Secretary Branch Health & Safety Representative Local representatives Other Branch Committee members.	Meeting frequency and duration to be agreed in advance with DEO. As a guideline a couple of hours maximum once a month would be reasonable. More may be required when pay, etc, offers are being considered	As agreed with DEOs.
14. Attendance at the House of Commons induction course to explain the role of the unions in the House of Commons.	Usually the Trade Union Side Administrator.	Reasonable requests may be made to DEOs for another union representative when the TUSA is unavailable.	Induction courses are held every three months; however there may be circumstances when notice periods are short due to the unexpected unavailability of the TUSA.

MEETING OR PURPOSE	REPRESENTATIVES	NOTES	NOTICE REQUIRED
Health & Safety			
15. House Health & Safety Committee and preparatory meetings.	Branch and TUS Health & Safety representatives.	As necessary. The TUS hold a formal coordinating meeting before each House H&S Committee meeting.	Part of the Whitley calendar.
16. Departmental Health & Safety meetings.	Branch Health & Safety representative.	Up to one hour's preparation time, to be agreed with DEO in advance.	Minimum of one week's notice In certain circumstances safety reps may need to be released, by agreement with the DEO, with little notice.
17. Health & Safety training, and investigation by union safety representatives.	Branch Health & Safety representative.	No time limit, but where practicable should be agreed with DEO in advance.	As dictated by occurrence of incidents and scheduling of courses.

Table B: Administrative Facilities for the Trade Union Side

FACILITIES	REQUIREMENTS	NOTES
1. Office accommodation.	<p>Ideally a room for the exclusive occupation of accredited union representatives. Where this is not possible a private, confidential room should be provided when required (eg the booking of an existing meeting room or allowing representatives to use a departmental office that is available at that time).</p> <p>Departments should also ensure that rooms are made available for Trade Union Side or other meetings wherever possible.</p>	
2. Furniture.	Each accredited union should be provided with at least a lockable draw or cabinet if they are not provided with their own exclusive accommodation.	
3. Telephone and e mail facilities.	Telephone and e mail facilities should be provided with reasonable privacy if a room is not provided for exclusive use.	The guidance on the use of telephones for personal reasons and the House e mail policy should be observed.
4. Notice boards.	A notice board should be provided for use by the unions within departments. These notice boards should normally be sited in areas not accessible to the general public.	No union notice should be exhibited anywhere else except on the official union notice board. Management are free to challenge the propriety of any notice and upon giving written reasons can ask for its withdrawal. The union is free to make representations about its reinstatement.
5. Correspondence.	Correspondence between the unions and their members may be sent through the internal mail distribution system.	

FACILITIES	REQUIREMENTS	NOTES
6. Photocopying.	Access to photocopying facilities should be provided for accredited representatives for use in connection with their representational duties. Use of these facilities must be kept to a reasonable level.	Trade unions should avoid using these facilities at times when they are needed for official business.
7. Stationery.	A reasonable amount and variety of stationery should be provided for representational purposes.	Official House of Commons paper and envelopes etc should not be used for union business.
8. Access to documents.	Access to unrestricted documents relating to pay, conditions of service and other matters that affect employees should be made available to the trade unions.	Departments should also usually provide the Branch Secretary with the names of those joining and leaving the department.
9. Recruitment of new members.	Recruitment of new union members during working hours will normally be allowed provided this does not interfere with official business.	
10. Election of representatives.	Facilities should normally be provided for the election of union representatives or for the announcement of election results.	Where election takes place at the Annual General Meeting or other meeting the meeting should be allowed to start during working hours (where possible) provided that this does not conflict with official business.

Note: Statements concerning the President of the Trade Union Side also apply to the Vice-President.

3 June 2003