

Schools' Forum Trade Union Facilities Budget Record of TU Facilities Time

Trade Union

Rep. and School

Finance Year

Term

Please complete one form per term. This record will be used to account for how the budget assigned to your school for your TU duties has been used and will form part of an annual report to the Schools' Forum. Information on this form should be anonymised to ensure confidentiality is maintained regarding all casework and individual employees.

Heading	Approximate no. of days	Dates / comments re activity
Negotiations & meetings with employer on behalf of members (LA or School)		
Preparations for negotiation including attending all relevant meetings		
Informing members & others via phone, letter, e-mail, etc.		
Formal disciplinary procedures		
Accredited TU training		
Other		(Continue on another sheet if necessary)

I confirm this is an accurate record of facilities time spent

Signed _____ **Date** _____

Please return to richard.browne@nottscc.gov.uk

Schools and academies that contribute to the trade union facilities (TUF) fund are able to access the expertise and attendance of trained caseworkers at all formal and informal meetings without any further cost. If a contributing school or academy has to release an employee who is a caseworker for such TUF duties they are able to claim payment from the fund for the time this takes. Schools that do NOT contribute cannot access either the expertise of a TU trained caseworker or claim from the fund. However, employers are still bound by a statutory duty to release TU reps on full pay to be trained to carry out their role. This may cost more than contributing to the TUF fund.