

Trade Union Facilities Budget Record of TU Facilities Time

Trade Union

Representative

Finance Year

Term

Please complete one form per term. This record will be used as part of the accountability of use of budget assigned to carry out Trade Union facilities and will form part of an annual report to School Forum. Information listed on this form should be anonymised for individual case work

| Heading | Approximate No of days or % | Dates / comments re activity including names of schools supported |
|--------------------------------------------------------------------|-----------------------------------|----------------------------------------------------------------------|
| Negotiations with employer on behalf of members (LA or School) | | |
| Preparations for negotiation including attending relevant meetings | | |
| Informing member of progress | | |
| Matters of discipline | | |
| Attending Training | | |
| Other | | |

I confirm that this is an accurate record of facilities time spent

Signed _____ **Date** _____

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