

## APPENDIX A – Sample letter

This matter is being dealt with by:

**Name: Wanda Kalwa**

Reference: WK

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**Private and Confidential**  
**To be opened by addressee only**  
**Joint Secretaries XX Union**

Dear

08 August 2022

Name of Trade Union: NEU/ NASUWT/ UNISON/ NAHT/GMB/ ASCL

### Allocation of budget 2022-23 Trade Union Facilities

I am writing in relation to the above and would be grateful if you could confirm that the details we have listed below with regard to your trade union representatives, their agreed release time and where they are employed is all correct. Once I have received this confirmation from you I will ensure that the relevant payments are processed towards the end of the financial year to ensure all cover costs are paid to the relevant schools.

I can confirm that the allocations for 22/23 were agreed as follows:

NEU	=	34.4%	44080.16
NASUWT	=	28.9%	37032.46
NAHT	=	7.5%	9610.50
ASCL	=	4.1%	5253.74
Unison	=	22.4%	28703.36
GMB	=	2.7%	3459.78
Total	=		£128,140

I am aware that a request has been made to further discuss the agreed % allocations going forward in relation to membership numbers. Some unions have submitted these already. It is proposed to add this matter as an agenda item to the next staffing regulations meeting so further discussions can be had around future allocations.

Our understanding is that your allocation for the period 1.4.22 – 31.3.23 is to be used in the following way:

Union	Name	School	FTE	Salary		£	Total
NEU							
	XX	XX	0.4	£36,961	Full Year	14784.40	£
	XX	XX	0.1	£36,961	Full Year	3696.10	£
	Xx	XX	0.1	£36,961	Full Year	3696.10	£

If the above details are incorrect please complete and return the following information by no later than 30 September 2022 to [jane.botcherby@nottscc.gov.uk](mailto:jane.botcherby@nottscc.gov.uk)

Union allocation			1.4.22- 31.3.23		
Name	Current FTE released	School	FTE	Period for cover costs	£ Allocation
Discussed with School Contact Name and position	Name of person				
Email					
Total allocated					
<p>In submitting this proposal I confirm the following ;</p> <p>a). The trade union has agreed the release time for each representative and financial contribution to the school for the replacement cover with the above named person at the school / head teacher of the school</p> <p>b). I (the trade union official) have discussed current colleagues who will no longer be required to undertake TU Duties with the above named person at the school / head teacher of the school.</p>					
Signed			Date		
Print Name			Position in the Trade Union		
Contact Tel no			Email		

Many thanks for your help in this matter.

Yours sincerely

Wanda Kalwa  
 HR Business Partner  
 Nottinghamshire County Council