

Facility Time Update for Annual Report 20-21

The Trade Union (Facility Time Publication Requirements) Regulations 2017 require public sector employers to publish information relating to facility time.

HIAL recognises three trade unions: Prospect PCS and Unite. During 2020-2021 a new Facility Time agreement was developed to:

- provide union representatives with facilities to enable them to communicate with members and promote good employee relations
- provide union representatives reasonable time off during working hours to undertake unions duties including representing staff, attending consultation meetings and conducting Health and Safety Inspections
- provide union representatives reasonable time off during working hours to undertake training relevant to the carrying out of their duties as a union representative.

The Company interaction with the trade unions is mainly undertaken with the full-time Negotiation Officers from each of the trade unions. Full-time officials attend the Company Joint Negotiation and Consultative Committee and in the majority of cases represent individual members of staff in case management meetings.

The JNCC is attended by local trade union representatives. In addition, the Company has specific arrangements and meetings with the relevant trade union for significant projects and programmes of work. Each airport has in place interface arrangements in which local representatives participate.

Trade Union Representatives 2020-21

Prospect	26
PCS	1
Unite	6

HIAL has no full-time trade unions representatives. Each of the 33 representatives will spend less than 10% of their working time on trade union duties.

Given the disruption to normal working practices during the pandemic, the process for the completion of requests and the maintenance of Facility Time records and documentation has been challenging.

However, throughout the pandemic regular meetings have taken place with the trade unions with a specific agreement reached between HIAL and Prospect, PCS and Unite on the Health and Safety of Staff and Service Users designed to oversee furlough arrangements and a return to the workplace. These meetings took place using Microsoft Teams.

In addition, there has been significant engagement with Prospect, the union that represents Air Traffic Control, on the People Plan to support the Air Traffic Management Strategy programme. Whilst this has been focused on dialogue with the Prospect full-time Negotiations Officer there has been significant input from local Prospect representatives.

A copy of the Facility Time report can be found at [Trade Union Facility Time publication service - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/101111/Trade_Union_Facility_Time_publication_service_-_GOV.UK.pdf)