



Section 8 – Trade Union Facilities Policy

TIME OFF FOR TRADE UNION DUTIES AND ACTIVITIES

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FACILITIES AND TIME OFF AGREEMENT FOR BRANCH SECRETARY, TRADE UNION REPRESENTATIVES OF THOSE TRADE UNIONS RECOGNISED BY CALDERDALE METROPOLITAN BOROUGH COUNCIL WHO HAVE NEGOTIATION RIGHTS FOR COUNCIL EMPLOYEES (NON SCHOOL BASED EMPLOYEES) – EFFECTIVE FROM 1 JANUARY 2015.

1. Introduction

This policy outlines the Council's arrangements for determining time off and facilities for recognised Trade union representatives to carry out Trade Union duties and activities and to facilitate effective industrial and employee relations.

The Council recognises and values the importance of positive working relations between Elected Members managers and employees in the delivery of Council Services.

This policy sets out the agreed procedures governing the conduct of relations between the Council and the Trade Unions recognised by the Authority for the purposes of collective bargaining and representation.

2. Aims of the Policy

To facilitate good employee relations, the principle of collective bargaining and partnership working with the Council's recognised trade Unions.

3. Scope

This policy will apply to accredited Representatives of the constituent Trade Unions recognised by the Council for collective bargaining purposes.

[Appendix 1](#) contains the current list of recognised Trade Unions.

4. Principles

- 4.1 The Council will provide reasonable paid time off for Trade Union Representatives, Trade Union Learning Representatives and Trade Union Members.
- 4.2 The provision within this policy comply with the relevant minimum statutory provisions for time off for trade union activities and with the guidance contained in the [ACAS Code of Practice on Time off for Trade Union Duties and Activities](#).
- 4.3 Time off for the purposes allowed in this Policy will be subject to notification as far in advance as can reasonably be given. Permission will not be unreasonably withheld, and will at all times have regard to the demands of the service, and the principle that the provisions should operate within the resources available to the Council.
- 4.4 Council and Trade Union Representatives will undertake all their partnership business, both in meetings, and through correspondence, in the spirit of mutual respect and professionalism.

- 4.5 Individuals will not be discriminated against during the course of their employment for membership of a union or activities as a union representative or for any other recognised employee representative role.

5. Definition of a “Trade Union Representative”

Within the Policy, the term “Trade Union Representative” is intended to cover Trade Union Officials, Shop Stewards, Trade Union Representatives and, where appropriate, Union Learning Representatives and/or Safety Representatives.

The ACAS Code gives the following definitions:

5.1 Union Representative

“An employee who has been elected or appointed in accordance with the rules of the independent Union to be a representative of all or some of the union’s members in the particular company or workplace or agreed group of workplaces where the union is recognised for collective bargaining purposes”.

5.2 Union Learning Representative

“An employee who is a member of an independent trade union recognised by the employer who has been elected or appointed in accordance with the rules of the union to be a learning representative of the union at the workplace”.

5.3 Safety Representatives

“The Council has a legal responsibility to consult the Health and Safety Representatives, to allow them to inspect and investigate workplaces and to provide information and facilities to enable them to carry out their work as safety representatives. This role can be fulfilled by a Trade Union Representative acting as Safety Representative or by a Trade Union member acting solely as a Safety Representative”.

6. Accreditation of Trade Union Representatives

- 6.1 This policy will apply to recognised Trade Union Representatives who have been duly elected or appointed in accordance with the rules of the Trade Union, and whose details have formally been notified to the Council as outlined below.

- 6.2 When a Trade Union Representative is appointed, the Trade Union will notify the Corporate Lead for HR and provide the following information in writing:

- Name, Job title, workplace and contact details of the Trade Union Representative
- Date of appointment
- Their constituency responsibilities
- Where applicable, the name of any Trade Union Representative whom they replace.

- 6.3 Excluding the Branch Officer role, the only grounds on which objections may be raised by the Council with the Trade Union concerned are the number of employees who will be represented and whether another representative of the same Trade Union already represents the same group of employees concerned.
- 6.4 Subject to 6.3 being satisfactory confirmation of recognition will be issued to the Trade Union Representative by the Corporate Lead for HR and will be confirmed to the relevant Head of Service.
- 6.5 At the beginning of each financial year (or following the date of the TU AGM) each Trade Union will notify the Corporate Lead for HR of their total membership numbers (headcount) within the Council and the details of their accredited Trade Union Representatives who fulfil the following roles:
- The names and contact details of the Chairperson, Secretary and Treasurer of the Trade Union's Branch covering Calderdale Council employees.
 - Where the Branch Secretary is not a Calderdale Council employee, the name and contact details for the lead Representative (and Branch Secretary if retained) for that Trade Union who is employed by the Council.
 - The names and contact details of those Trade Union Representatives who will represent their Trade Union on the Council's Employee Forum or sub-groups.
- 6.6 Any change in the Trade Union Representatives appointed to the positions shall be notified at the earliest opportunity.
- 6.7 Trade Union Representatives will meet with their line manager to agree a framework regarding their release for union duties and activities. This should be a joint process. This also includes the Branch Secretary role. Monthly returns must be submitted to HR stating the number of hours a representative has been working on TU duties, which must be submitted by the line manager.

7. Overall Limits on Time Off

- 7.1 It is recognised that there needs to be reasonable time off granted by the Council as an employer and a provider of services to the public.
- 7.2 It is therefore agreed that there should be an overall maximum allocation of time off per annum to be granted to Trade Union Representatives of the relevant recognised Trade Union. The individual Trade Union should keep below this maximum limit.
- 7.3 The agreed overall block allocation per annum to be granted to each Trade Union to be as follows:-
- a) First 250 Trade Union members – 3 hours per member per annum
 - b) For the next 750 Trade Union members – 2 hours per member per annum
 - c) For the excess over 1000 Trade Union members – one hour per member per annum.

- 7.4 For the avoidance of doubt in respect of 7.3 (a) to (c) above it is understood that the membership of a Trade Union is regarded as being those employees in the direct employment of this Council.
- 7.5 For the purpose of the calculation please refer to 6.5 above. In the event that numbers are not provided, management will default to the numbers paid via DOCAS.
- 7.6 Any paid time off allowance arising from such agreement which has not been taken by 1 April in each year will not be carried forward to the succeeding year.

There is a maximum facility of 20% time release for any individual Trade Union representative.

8. Definition of 'reasonable' time off

When determining what is considered as 'reasonable' time off, the Council will take into account:

- The size of the organisation and number of members/employees.
- The complexity and number of issues that are expected to be dealt with.
- The time required to perform duties, and attend activities/events.
- The relevance of the request in relation to the role of the requesting Trade Union representatives.
- The amount of time off that has previously been agreed and taken.
- The effect of the absence on the service and cover arrangements.
- The need to maintain a high standard of service to the public.
- The need for safety and security at all times.

9. Time off for training purposes

- 9.1 The Council recognises that on their appointment, Trade Union Representatives need to be suitably trained to undertake their role, and therefore will support the principles of Representatives undertaking training that provides the relevant skills and knowledge for their particular role.
- 9.2 Consideration will therefore be given to providing reasonable time off with pay for Trade Union Representatives to undergo training in employee relations and health and safety matters which are relevant to the carrying out of their duties; such training will be approved by the Trade Union Congress or by the independent Trade Union of which they are an official.
- 9.3 Request for time off to attend Trade Union training courses should be made in writing by the Trade Union to the Corporate Lead for HR/relevant Head of Service, normally a **minimum of four** weeks in advance of the course. Details of the request should include:
- The title and nature of the course.
 - Copy of syllabus or equivalent information.
 - The provider of the training.
 - Location.
 - Timing and duration of the training.

9.4 Examples of courses for which time off with pay will be considered are:

- **Joint Annual Induction Programme**
4 day course for newly appointed Trade Union Representatives.
- **Basic/Introductory Courses – Stage 1**
Usually day release, TUC/UNISON organised 10-12 days in duration for new Trade Union Officials
- **Further Training Courses – Stage 2**
Usually day release, TUC/UNISON organised for 10-12 days in duration for those who have completed Stage 1
- **Trade Union Learning Representatives**
Up to 2 days for those who have been appointed as Trade Union Learning Representatives.

A representative who is also a Safety Representative will be entitled to reasonable **paid** time off for training in accordance with requirements of the Health and Safety at Work Act 1974.

9.5 **Time off:** Duties directly linked to the work of the Council an accredited Trade Union Representative is allowed to take reasonable time off **with pay** for duties **directly relating** to the work of the Council.

Examples of specific Trade Union duties for which time off with pay would normally be given include:

- Negotiations with the Council for which the union is recognised for collective bargaining purposes eg meetings of the Employee Forum or sub-groups, discussions on proposed restructuring of services.
- Collective bargaining with the appropriate level of management.
- Informing constituents, negotiations or consultations with management.
- Terms and conditions of employment eg pay, hours of work, pension arrangements, workplace conditions, health and safety of members.
- Engagement or non-engagement, or termination, or suspension, of employment (or the duties of employment), of one or more workers eg recruitment and selection policies, redundancy arrangements.
- Allocation of work or the duties of employment between workers or groups of workers eg job evaluation, job descriptions, work-life balance policies.
- Matter of discipline eg disciplinary, sickness and capability procedures.
- Trade union membership or non-membership eg discussions regarding representational arrangements, union involvement in the induction of new workers.

- Machinery for negotiation or consultation and other procedures (collective bargaining, grievance procedures, joint consultation).

9.6 **Time off with pay will also be allowed for attendance at formal conference of a trade union on the following basis:**

- National Conference/Congress – a maximum three delegates.
- Other national/regional conferences eg Local Government Conference, Women's Conference, Youth Conference, Regional Council – three delegates.

Any additional delegate that a trade union wishes to send will be allowed **unpaid** time off, unless subject to request, for training purposes, and prior approval of the Corporate Lead for HR.

The individual trade union will be responsible for all delegate costs eg delegation fees, travel and accommodation.

10. Time off: Duties not directly linked to the work of the Council

Time off may also be considered for Trade Union Representatives and Trade Union Members to represent the union at meetings and activities that are not directly related to employee relations between the Council and its employees. Consideration of any request for time off for such purposes will take into account the operational requirements of the service in relation to the employee's job. Examples of time off could include:

- Branch or regional meetings of the union.
- Other meetings of the union, including policy making bodies.

Time off granted to Trade Union Representatives and Members in the above situations will normally be **unpaid**. Arrangements regarding payment will be a matter between the employee and the relevant trade union.

11. Time off: Employees who are trade union members

11.1 Every employee who is a member of a recognised Trade Union is entitled to have reasonable time off during working hours in order to take part in trade union activities. Time off granted to Trade Union Members in these circumstances will be **unpaid**.

11.2 Trade union activities for members may include:

- Attending work place meetings to discuss and vote on the outcome of negotiations with the employer.
- Voting in union elections.
- Meeting with Trade Union Learning Representatives.

11.3 Where Trade Union Representatives intend holding meetings with their members these should, unless there are exceptional circumstances agreed by the Corporate Lead for HR or Head of Service, take place immediately before or at the end of normal working hours/shifts or during lunch break times, to

ensure that disruption to services are minimised. Written notification of the intention to hold such a meeting on Council premises should normally be given to the Corporate Lead for HR and Head of the appropriate Service, providing a minimum of **three working days'** notice wherever possible.

12. Trade Union Learning Representatives/Information and Consultation Representatives

- 12.1 Trade Union Learning Representatives (TULRs) are appointed by a Trade Union with a specific role related to the training and development needs of trade union members employed by the Council.
- 12.2 The Employment Act 2002 sets out the statutory rights of TULRs in organisation that recognise trade unions. TULRs have a number of formal functions that can be performed and for which **paid** time off from their normal duties should be given.

Examples of these duties include:

- 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 out any such activities.
 - Preparing to carry out any of the above activities.
 - Undergoing training for their union learning duties.
- 12.3 Persons appointed as TULRs are required to complete training in order to undertake this role and this would normally be completed within six months of appointment. The union must give the Council notice in writing that the individual has been appointed and the union will need to be satisfied that the individual is competent to undertake their duties once training has been completed.
- 12.4 TULR duties relate to union matters only. However, the TULR should liaise with the Council to ensure that union training doesn't duplicate or conflict with the Council's own training programmes.

13. Procedure for Requesting Time off

- 13.1 Trade Union representatives have a statutory right to time off, both paid and unpaid, for trade union duties, activities and training. It is for the Council to determine the appropriate level of time off (paid and/or unpaid) that will be granted to Trade Union representatives in accordance with this Policy.
- 13.2 Trade Union representatives are required to submit requests for time off **with as much notice as possible**. Other than in exceptional/emergency circumstances requests for paid/unpaid time off should be made in advance on the basis of the following **minimum** periods of notice being given unless exceptional circumstances:

- Attendance at training courses or conferences – four working weeks' notice.
- Formal meetings diarised on a quarterly or annual basis – two working weeks' notice.
- Other trade union duties – three working days' notice.

13.3 There may be exceptional circumstances where these periods of notice are not possible. Such requests will be considered taking into account the circumstances and the impact on the service.

13.4 Requests for time off as per 9.5 and 9.6 above should normally be made in writing to the Trade Union Representative's Manager using the pro forma ['Request for Time off for Trade Union Duties and Activities'](#) (Appendix 2) which should then be emailed to facilities@calderdale.gov.uk. All requests for time off will be considered on an individual basis with due regard to efficient running of the service. Managers must ensure that requests for time off are considered as soon as received, and a decision given promptly to the Representative as to whether or not the leave will be granted.

Monthly returns ([Appendix 2a](#)) from Trade Union Representative's Managers should be submitted by the 30th of each month by email to facilities@calderdale.gov.uk, including a nil return.

NB: Heads of Service may, if they wish, delegate authorisation of requests for time off to an appropriate level of line management within their Service Area, to enable requests to be determined as quickly as possible.

13.5 All time off requests will be collated centrally within Human Resources to ensure that a consistent approach is maintained throughout the Council.

13.6 The release of Trade Union Representatives who normally work shifts should be timed to provide as little interruption as possible to the provision of service. Where this is not possible, staff will need to receive sufficient rest periods both before and after the time off takes place. See [HR policy](#) relating to the [Working Time Regulations](#).

14. Funding Arrangements

14.1 The Council has established a limited central fund to support the provision of paid time off for trade union representatives. This policy incorporates a full time (30 hours per week) Branch Secretary role within the Council. The overall recognised time off reflects this role and makes provision for UNISON to have a Branch Secretary working 30 hours per week to act as a single point of contact for trade union matters.

15. Payment Arrangements

15.1 The principle which will be applied is that Trade Union Representatives should not suffer any loss of pay as a consequence of undertaking Trade Union duties where paid time off has been agreed; however, neither should they gain any extra pay in the course of their duties. Therefore, where it is agreed that time off is to be paid, the amount paid will be either:

- i) the amount the Representative would have been paid had they been at work
or
- ii) if the amount the Representative is normally paid varies they should receive a payment based on their average hourly earnings.

15.2 The Council will not normally pay Trade Union Representatives if the duties are undertaken at a time when the individual would not have been at work, with the exception of meetings the Representative has been requested to attend by management.

16. Sanctions

16.1 It is expected that Trade Union Representatives, in carrying out their functions, will do so responsibly and with due regard to their obligations as employees of the Council.

16.2 In the event of a Representative being thought to have abused his/her entitlement to time off or use of facilities, or having failed to adhere to agreed procedures on time off, the matters will be dealt with by the appropriate manager. The manager will discuss the issue with the Corporate Lead for HR in the first instance as per the Council's disciplinary policy. The matter will be dealt with at an interview with the manager and the person concerned who shall have the right to be accompanied by the full time officer of his/her trade union.

16.3 The Council also reserves the right to use the sanction of withholding of payment for the time spent on duties where reasonable steps to obtain permission in advance have not been taken.

16.4 Abuse of the time off procedure for trade union duties or activities, or misuse of any facilities provided for trade union duties or activities will be taken seriously and in certain circumstances may be treated as potential gross misconduct. In these situations, the provisions of the Council's Disciplinary Policy will apply. However, in accordance with the Disciplinary Policy, no action will be taken against a Trade Union Representative until the circumstances of the case have been discussed with a full time officer of the relevant trade union.

17. Trade Union Facilities

17.1 In the spirit of joint co-operation, the Council will provide certain facilities that will enable the Trade Union Representatives to perform their duties efficiently and to communicate effectively with their members, colleagues, lay officials and full-time officials, where reasonable. The provision of such facilities should not interfere with, or have a negative impact on, the provision of services. Facilities could include:

- Where space is available, a desk with lockable storage facilities, such as filing cabinet for storage of confidential data. The Council's Smarter Working arrangements (hot desking) are applicable.
- Free use of Council meeting rooms where available and in line with this policy.

- Use of allocated noticeboards for 'non-political' purposes such as informing members of a forthcoming meeting or the election of a new Trade Union Representative.
- Access to telephones and other office equipment with a degree of privacy eg email and intranet in strict adherence to this policy.
- Reasonable access to photocopying facilities, on a completely rechargeable basis.
- Reasonable use of the Council's communication facilities such as the internal/external mail system, subject to adherence to the relevant Council Information Technology policies.

17.2 The facilities provided will be subject to availability. Trade Union will reimburse the Council for any direct costs incurred eg use of franking machine for external mail and telephone calls.

17.3 Facilities should **not** be used by the Trade Union in the furtherance of a trade dispute. Facilities will not be provided by the Council to be used for UNISON Party Political Activity of any kind. The Council will reserve the right to withdraw the use of facilities during a period of industrial action.

17.4 In addition to the above facilities, the Council will provide a "check off" facility for the deduction of employees' trade union membership subscriptions directly from their salary. Check-off arrangements are subject to specific agreement/arrangements between the Council and an individual trade union.

18. Disputes and appeals

18.1 Where there is a dispute regarding time off or facilities, the matter should be raised with the relevant Head of Service in the first instance. Where the matter is not resolved, it should be referred by the Trade Union's Branch Secretary to the Corporate Lead for Human Resources.

18.2 If the matter is still not resolved the matter will be discussed with the Branch Secretary/Regional Officer and the relevant Director/Elected Member.

19. Industrial Action

19.1 There is no right to time off for Trade Union activities which themselves consist of industrial action or any other action being taken in the furtherance of a trade dispute. Examples would include attending a strike rally or a demonstration during working hours. However, where a Trade Union Representative is not taking part in industrial action, but undertaking duties connected with the dispute eg attendance at related meetings with the Council about the dispute including discussions about exemptions, normal arrangements for time off with pay as outlined in this Policy will apply.

20. Review of the Agreement

The agreement will be reviewed by the Council and Trade Unions:

- (a) 3 years, or earlier if requested by either party.
- (b) The Facilities and Time Off Agreement may be terminated by the Council giving 3 months' written notice or the Trade Union.

Effective date of agreement: 1 January 2015

Agreed by: (i) Council – 3 December 2014

**HUMAN RESOURCES
DECEMBER 2014**

CALDERDALE METROPOLITAN BOROUGH COUNCIL – RECOGNISED TRADE UNIONS

UNISON

General Municipal and Boiler Makers (GMB)

UNITE the Union (UNITE)

The following Trade Unions will not be included under this policy for the purpose of time off. These Trade Unions will be recognised for consultation and negotiation purposes with regards to their members.

Association of Educational Psychologists (AEP)

Aspect group of Prospect (ASPECT)

Association of School and College Leaders (ASCL)

Association of Teachers and Lecturers (ATL)

National Association of Head Teachers (NAHT)

National Association of Schoolmasters and Union of Women Teachers (NASUWT)

National Union of Teachers (NUT)

VOICE

The Union of Construction, Allied Trades and Technicians (UCATT)

University and College Union (UCU)

REQUEST FOR TIME OFF FOR TRADE UNION DUTIES AND ACTIVITIES

1. Trade Union Representative's Details

Name		Employee No.	
Directorate		Section	
Position Title		Trade Union	

2. Trade Union Position

<input type="checkbox"/> Trade Union Representative _____ (Please state for which staff group)	<input type="checkbox"/> Health and Safety Representative	<input type="checkbox"/> Union Learning Representative
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3. Time off requested

Time off request must meet the requirements of the Time off for Trade Union Duties and Activities Policy (See section 7 – 13). Please give full details of your request, including location. If your request is in relation to attendance at a training course, please attach a copy of the course syllabus to this form.

Time(s) / Dates Requested	From:	To:	Paid / unpaid Leave (delete as appropriate)
Reason			
Employees signature:		Date:	

4. Management Authorisation

Name		Position/Title	
Application Approved: YES / NO (delete as appropriate)		Paid / unpaid Leave (delete as appropriate)	
Cover required: YES / NO (delete as appropriate)			
If request not approved, or if unpaid leave approved where paid leave requested, give reasons (NB time off should not be unreasonably withheld):			
Signature:		Date:	

PLEASE EMAIL THIS COMPLETED FORM TO: facilities@calderdale.gov.uk

MONTHLY RECORD OF TIME SPENT ON UNION DUTIES

NAME:

DIRECTORATE:

MONTH/YEAR:

DATE	START TIME	FINISH TIME	ACTIVITY DETAILS	ROLE

PLEASE SUBMIT THIS TIMESHEET (INCLUDING A NIL RETURN) BY THE 30TH OF EACH MONTH BY EMAIL TO:
facilities@calderdale.gov.uk

RECOGNISED TRADE UNION CONTACTS

UNION	POSITION	TITLE	FIRST NAME	SURNAME	ADDRESS1	ADDRESS2	ADDRESS3	POSTCODE	CONTACT TEL:	EMAIL
UNISON	Regional Organiser		Marion	Perrett	UNISON Yorkshire & Humberside	Commerce House Wade Lane	Leeds	LS2 8NJ	0113 2182382/ 07956 852836	m.perrett@unison.co.uk
UNISON	Chair	Mr	Neil	Brearley	Economy & Environment	Northgate House	Halifax		01422 392067	neil.brearley@calderdale.gov.uk
UNISON	Branch Secretary	Mr	Edward	Ashman	Branch Office	Northgate House	Halifax	HX1 1UN	01422 393075/ 07584 583164	edward.ashman@calderdale.gov.uk
UNISON	Branch Treasurer	Mr	Bob	Wright	Chief Executive's Office	Westgate House	Halifax		01422 393593	bob.wright@calderdale.gov.uk
UNISON	Branch Auditor		Philippa	Wild	Calderdale MBC				Contact through Treasurer	
UNISON	Branch Auditor		Helen	Kay	Rawson J&I School				Contact through Treasurer	
UNISON	Welfare Officer		Georgina	King	Retired Member				Contact through Branch	
UNISON	UNISON Case Worker	Ms	Tammy	Hildred	UNISON Office First Floor	Northgate House	Halifax	HX1 1UN	01422 393075 Fax: 01422 392737	tammy.hildred@calderdale.gov.uk
UNISON	Convenor		Anita	Scott	Pennine Housing 2000				07764 244811	anita.scott@togetherhousing.co.uk
UNISON	Youth Officer	Mr	David	Needham	Calderdale Community Foundation	1855 Building Discovery Road	Halifax	HX1 2NG	07983466488	david_needham@hotmail.co.uk
UNISON	Steward/H&S Rep	Mr	Edward	McDougall	Adult & Children's Services	Chatham Street			01422 323821	edward.campbellmcdougall@calderdale.gov.uk
UNISON	Steward/H&S Rep	Mr	Robin	Pryor	Adult & Children's Services	Park Road			07970 700234	robin.pryor@calderdale.gov.uk
UNISON	Steward/H&S Rep	Ms	Victoria	Perrin	Adult & Children's Services – Schools				07813 929208	victoria.perrin@calderdale.gov.uk
UNISON	Steward/H&S Rep	Mrs	Daphne	Jagger	Adult & Children's Services – Schools	Todmorden High School			07938500396	ianterry1@hotmail.co.uk
UNISON	Steward/H&S Rep		Jill	Barker	Adult & Children's Services	Mixenden Activity Centre			01422 392121	jill.barker@calderdale.gov.uk

UNION	POSITION	TITLE	FIRST NAME	SURNAME	ADDRESS1	ADDRESS2	ADDRESS3	POSTCODE	CONTACT TEL:	EMAIL
UNISON	Steward/H&S Rep		Sabine	Ebert-Forbes	Adult & Children's Services	Queens Road			07813 092561	sabine.ebert-forbes@calderdale.gov.uk
UNISON	Steward/H&S Rep	Mr	Abdul	Jabar	Adult & Children's Services	Hoover Building			07828 070248	abdul.jabar@calderdale.gov.uk
UNISON	Steward/H&S Rep	Mrs	Jannene	Clift	Chief Executive's Office	Northgate House			01422 393051	jannene.clift@calderdale.gov.uk
UNISON	Steward/H&S Rep	Mr	Andrew	Shaw	Chief Executive's Office	Westgate House			07980 973885	andrew.shaw@calderdale.gov.uk
UNISON	Communications Officer/ Steward	Mrs	Sarah	Browning	Communities & Service Support	Todmorden Library			01706 815600	sarah.browning@calderdale.gov.uk
UNISON	Steward/H&S Rep	Mr	Andrew	Hadley	Communities & Service Support	Mulcture House			01422 393469	andrew.hadley@calderdale.gov.uk
UNISON	Labour Link Officer	Mr	Robert	Summerfield	Economy & Environment	Corporate Projects CAFM	Northgate House		07772923818	robert.summerfield@calderdale.gov.uk
GMB	Regional Official	Mr	Gary	Baker	Clifton House	Clifton Road	Brighouse	HD6 1SL	01484 720088	gary.baker@gmb.org.uk
GMB	Branch Secretary	Mr	John	Durkin	Clifton House	Clifton Road	Brighouse	HD6 1SL	0845 337 7777/ 01484 721222	brighouse.office@gmb.org.uk
GMB	Workplace Organiser/ Safety Rep/TU Learning Rep	Mr	Jonathan	Kavanagh	Adults Health & Social Care	Children's Social Care - Residential			01422 244113	jonathan.kavanagh@calderdale.gov.uk
GMB	Workplace Organiser/ Safety Rep/TU Learning Rep	Mr	Kenneth	Hill	Economy & Environment	Northgate House			07810 501971	ken.hill@calderdale.gov.uk
UNITE	Regional Industrial Organiser	Ms	Bev	Clarkson	55 Call Lane		Leeds	LS1 7BW	0113 2364830	bev.clarkson@unitetheunion.org
UNITE	Regional Officer	Mr	Mark	Fieldhouse	55 Call Lane		Leeds	LS1 7BW	0113 2364830	mark.fieldhouse@unitetheunion.org
UNITE	Regional Officer	Mr	Terry	Cunliffe	55 Call Lane		Leeds	LS1 7BW	0113 2364830	terry.cunliffe@unitetheunion.org

THE FOLLOWING TRADE UNIONS WILL NOT BE INCLUDED UNDER THIS POLICY FOR THE PURPOSE OF TIME OFF. THESE TRADE UNIONS WILL BE RECOGNISED FOR CONSULTATION AND NEGOTIATION PURPOSES WITH REGARDS TO THEIR MEMBERS.

UNION	POSITION	TITLE	FIRST NAME	SURNAME	ADDRESS1	ADDRESS2	ADDRESS3	POSTCODE	CONTACT TEL:	EMAIL
AEP	Head Office AEP				4 Riverside Centre	Frankland Lane	Durham	DH1 5TA	0191 384 9512	enquiries@aep.org.uk
ASPECT group of PROSPECT	Regional Officer	Mr	Stuart	Anderson	International House	Turner Way	Wakefield	WF2 8EF	01924 207890	stuart.anderson@prospect.org.uk
ASCL	Head Office ASCL				130 Regent Road	Leicester		LE1 7PG	Tel: 0116 2991122 Fax: 0116 2991123	info@ascl.org.uk
ATL	Divisional Secretary		Gill	Poole						gpoole@calderdale.atl.org.uk
ATL	Regional Officer	Mr	Andrew	Greenwood	7 Northumberland Street	London	WC2N 5RD		01274 620718	agreenwood@atl.org.uk
NAHT	Branch Secretary	Mr	Tony	Parker	26 Marldon Road	Halifax			01422 203868	tonyabides@hotmail.co.uk
NASUWT	National Executive Member		Celia	Foote	241 Leeds Road	Rothwell	Leeds	LS26 0GR	0113 2014600	celiafoote@nasuwt.net
NASUWT	Regional Office				Yorkshire and Humber Regional Centre				0113 201 4600 / NASUWT Helpline: 03330 145550	rc-yorksandhumb@mail.nasuwt.org.uk
NUT	Divisional Secretary (Tues/ Wed/Fri)	Mr	James	Wilson	Prospect House	18 Clare Road	Halifax	HX1 2HX	01422 321877/ 01422 321878	calderdalenut@btconnect.com
NUT	Treasurer	Mr	Jim	Miller	Prospect House	18 Clare Road	Halifax	HX1 2HX	01422 321877/ 01422 321878	jmillerooffice@btconnect.com
NUT	Calderdale NUT				Prospect House	18 Clare Road	Halifax	HX1 2HX	01422 321877/ 01422 321878	calderdalenut@btconnect.com

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NUT	Regional Secretary	Mr	Ian	Stephenson	NUT Regional Office	7 Chequer Road	Doncaster	DN1 2AA	01302 342448	yorkshire.midland@nut.org.uk
NUT	Regional Officer	Mr	Nick	Raine	NUT Regional Office	7 Chequer Road	Doncaster	DN1 2AA	01302 342448	n.raine@nut.org.uk
VOICE	Regional Officer	Mr	Morris	Charlton	Head Office – 2 St James Court	Friar Gate	Derby	DE1 1BT	01332 378012/ 07856 999223	morrischarlton@voicetheunion.org.uk / morris.charlton@yahoo.com
VOICE	Regional Officer	Mr	Stephen	Payne	5 Stuart Grove	Eggborough	North Yorkshire	DN14 0LY	0332 378012/ 01977662436	stephen.payne@voicetheunion.org.uk
UCATT		Mr	D	Kellam	Winwaed House	64/66 Cross Gates Road	Leeds	LS15 7NN		cadmin@ucatt.org.uk
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