

**Agenda Item No: 7** **Report No: 32/15**

**Report Title: Facilities Policy**

**Report To: Employment Committee** **Date: 23 February 2015**

**Cabinet Member: Councillor Elayne Merry**

**Ward(s) Affected: All**

**Report By: Helen Knight**

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### **Purpose of Report:**

To implement a new policy written by HR - a Facilities Agreement, this is a Statement of Agreement on Facilities and Time Off for UNISON Representatives between Unisons' Lewes Branch and the Council.

### **Officers Recommendation(s):**

- 1 To note the report and agree the implementation of this policy within the organisation.

### **Reasons for Recommendations**

- 2 In 2014 the new Local Government Transparency Code was introduced which requires Councils to proactively publish certain categories of information, the code includes information which we must publish at least quarterly and annually.

Lewes District Council's Finance Department have already published information in relation to this on our website. This HR contribution relates to the part of the code regarding "subsidies given to trade unions, including union facility time". This will complete our compliance with the Local Government transparency Code and we will then need to ensure regular reviews and the publishing of information where appropriate.

### **Information**

- 3 The intention of this code was that the public should be able to hold Local Councils to account about the services they provide and to do this people need information about what decisions local councils are taking, and how local councils are spending public money.

The information we will be required to publish will be from areas such as spending on corporate credit cards, money raised from parking charges, grants given to voluntary and Community groups and local authorities property assets, details of salaries over £50,000 and our pay multiple (the ratio between the highest paid salary and the median salary of the workforce).

Unison has been consulted regarding this and their comments have been incorporated. This policy has been compiled with consideration to ACAS best practice guidance on this matter.

### **Financial Appraisal**

4 There are no financial implications of this report.

### **Legal Implications**

5 The Legal Services Department have been not been asked for comments.

### **Sustainability Implications**

6 I have not completed the Sustainability Implications Questionnaire as this Report is exempt from the requirement because it is a progress report/budget monitoring report/development control report

### **Equality Screening**

7 This policy has not yet been subject to an Equality Impact Assessment purely due to timing but this will be undertaken within coming weeks.

### **Background Papers**

8 None

### **Appendices**

9 Appendix 1 - Facilities Agreement