

Extract from SQA's Annual Report and Accounts 2018–2019

Trade unions

We recognise the importance of good industrial relations and effective communication with our staff. SQA has an established relationship with our two recognised trade unions: Unison and Unite. Our main vehicle for negotiation, consultation and communication with the unions is the Joint Negotiating and Consultative Committee (JNCC), whose members are representatives from both unions, members of the HR team, and the Director of Corporate Services. The committee is chaired by the Head of HR and meets on a monthly basis. Through this mechanism all matters of mutual interest are raised and worked through. This includes industrial relations, HR policy and its implementation, health and safety, equalities and any other elements of Fair Work. JNCC delegates some matters to working groups and also receives guests who engage on that forum with the unions and management. The Chief Executive features at meetings on an annual basis.

The Trade Union (Facility Time Publication Requirements) Regulations 2017 came into force on 1 April 2017. These regulations place a legislative requirement on relevant public sector employers to collate and publish, on an annual basis, a range of data on the amount and cost of facility time within their organisation. There are significant benefits to both employers and employees when organisations and unions work together effectively. SQA collates data on the total number of relevant union officials we employ, their working hours spent on facility time for trade union duties, and any paid time for trade union activities. The information required by the regulations are disclosed in the table below:

Relevant union officials

Number of employees who were relevant union officials during the relevant period	6
Full-time equivalent employee number	6

Percentage of time spent on facility time

Percentage of time	Number of employees
0%	-
1–50%	6
51–99%	-
100%	-

Percentage of pay bill spent on facility time

Total cost of facility time	£38,481
Total pay bill	£40,300 million
Percentage of total pay bill spent on facility time	0.1%

Paid trade union activities

Time spent on paid trade union activities as a percentage of total paid facility time	14.76%
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