

HR & OD POLICIES

human resources and organisational development



Trade Unions

Time Off for Trade Union Business Policy

1. POLICY STATEMENT

Aberdeenshire Council recognises and accepts that it has a statutory duty, within the provisions of the Trade Union and Labour Relations (Consolidation) Act 1992, to permit any employee who is either an official or a member of an independent trade union recognised by Aberdeenshire Council to take time off work, subject to certain conditions, to enable him or her to take part in specified trade union duties or activities.

The Council further acknowledges the guidance provided by the Advisory, Conciliation and Arbitration Service (ACAS) in its Code of Practice 3 (January 2010) on “Time off for trade union duties and activities” on the operation of this statutory duty.

The Council also supports the system of collective bargaining and the principle of resolving industrial relations problems by negotiation and agreement.

For practical purposes this can only be conducted by representatives of the employer and employees and it is therefore essential for employee organisations to be fully represented. The Council further recognises the important role of trades unions in promoting and developing good industrial relations and health and safety practices and employees are therefore encouraged to be in membership of a trade union representing them on the appropriate negotiating body.

This Policy describes the arrangements that the Council will make for officials and members of recognised independent Trade Unions to enable them to participate in trade union duties and activities and to undertake approved training relevant to those functions. In preparing the Policy, the Council and the unions are conscious that in an organisation operating from many locations over a wide geographical area, it would not be possible to provide hard and fast rules that will apply to every request for time off or the provision of facilities. However, it was agreed that this document should be used as the principal point of reference when any request for time off is being determined.

Please also refer to the [Partnership Learning Agreement](#) which details the roles of Learning Advisers and Representatives and CPD Co-ordinators (ELL).

2. SCOPE OF POLICY

This policy will apply to all members and accredited lay officials of independent trade unions recognised by Aberdeenshire Council.

For further advice and guidance on any of the above please contact [askHR](#).

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Policy

Revision Date	Previous Revision Date	Summary of Changes
21-08-1997	-	Creation of all Documents
29-02-2012	21-08-1997	Policy update
06-08-2015	29-02-2012	Format update
06-09-2022	06-08-2022	Updated term