## **Required Metadata for Datasets**

ABOUT THE DATA				
Title	Public Sector Facility Time Publication			
Alternative title (if applicable)	N/A			
Abstract	Trade Union Facilities			
Lineage	This data set includes:  a. Total number (absolute number and full time equivalent) of staff who are			
	union representatives (including general, learning and health and safety representatives),  b. How many employees who were relevant union officials during the relevant period spent a)0%, b)1 – 50%, c) 51-99% or d)100% of their working hours on facility time  c. Percentage of the total pay bill spent on facility time  d. Time spent on paid trade union activities as a percentage of total paid facility time hours  The data is derived from records held on trade union representatives both at branch and local level. The financial information has been calculated using the employee hourly cost to calculate the percentage of the pay bill spent on facility time.  LA's are already subject to a duty to publish certain information regarding facility time usage within their organisation under the Local Government Transparency Code (LGTC). These regulations are separate and additional to the requirement to publish under the LGTC.  As set out in the regulations, data is separated into the following categories:  a. Central function employees  b. Education function employees			
Topic category	For DG Team only			
DATASET REFERENCE DATES				
Date type:		Creation	July 2018	
Date type:		Publication	For DG Team only	
Date type:		Revision	For DG Team only	
Frequency of update:		Annual publication		
RESPONSIBLE ORGANISATION				
Responsible party role		HROD		
Contact position		Workforce Intelligence Team Leader		
Organisation name		Manchester City Council		
Full postal address		Manchester City Council Manchester M60 2LA		
Telephone number		+44 (0)161 234 4496		

Email address	HROD@manchester.gov.uk
Lillan dadi C33	TINOD@Hidrichester.gov.dk