Dear

Freedom of Information Response (Our Ref: K/21/322)

Thank you for your clarified Freedom of Information (FOI) request dated 15 July 2021, reference K/21/322.

Your original request read:

“I wish to make a freedom of information request. This is concerning facility and time off for UCU reps in regards to the current academic year

1. How much total facility time (FTE) is given to the UCU union reps at your institutions?
2. Is any of that time specifically allocated for anything? If so then what is the distribution? For example, 0.25 (FTE) could be allocated to the union for health and safety reps etc
3. How much paid time off for UCU union training was given to reps? If so then was this time included within the total facility time in question 1 or in addition?”

Your clarification read:

“I mean funded facility time by the university”

The University of Leeds holds some of this information.

The University of Leeds supports the duties of recognised Trade Unions by the provision of centrally funded facilities time. In addition, it is open to Faculties, Schools and Services to fund additional time locally from their own budgets.

Whilst we collect data and record all centrally funded duties, we do not do the same for any locally funded facilities time. As such, we only hold information in relation to centrally funded time. This is the case for all three recognised Trade Unions; it is not specific to UCU.

A total of 2 FTE is given centrally to UCU reps. Decisions regarding how the time should be allocated are made by UCU. We do not record the amount of paid time off for UCU training.

If you have any questions about this email, however, please do not hesitate to contact us on foi@leeds.ac.uk

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an
Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle  
Deputy Secretary  
The University of Leeds  
Leeds  
LS2 9JT

Email: foi@leeds.ac.uk

Requests for Internal Review should be submitted within 40 working days of receiving the University’s response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website (www.leeds.ac.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

Chloe Wilkins  
Freedom of Information Officer  

Secretariat  
University of Leeds