

20 November 2024

FOI Ref 17328

**Request - You asked us the following:**

1. The details of any office accommodation your organisation provides to staff to carry out trade union business. Please include details of:

- space measured in square feet
- how much of this space is contained within entirely separate buildings (i.e. occupied solely by staff carrying out trade union business)
- whether a professional valuation of the market rental value of the space has been sought either in-house or externally, and if so, what the valuation of the space was
- any charges the council levy for office space given to trade unions.

2. Do you deduct trade union subscriptions for any of your employees via payroll (sometimes known as the "check off" system)? If so, do you charge a fee to the trade unions concerned for providing this service?

3. With regard to trade union facility time, please provide the total cost of facility time from your pay bill for the financial year 2023/24 and the budget for the current financial year. Please also advise the current number of employees that you fund to be union officials, measured as full time equivalents? (For guidance on definitions please refer to the Government's Transparency Code for local government: <https://www.gov.uk/government/publications/local-government-transparency-code-2015/local-government-transparency-code-2015>)

4. Please advise any estimates for other costs met for those staff on trade union facility time apart from salaries - including travel expenses, office supplies, telephone expenses and energy bills.

**Email sent to applicant to confirm the transfer for Q1 to the PFCC 29/10/2024.**

**Clarification received from applicant 14/11/2024**

Yes please.

We received your request on 07/10/2024 and have processed this under the Freedom of Information Act (FOIA).

Staffordshire Police's response to your enquiry is as follows:

**Staffordshire Police holds some of the requested information.**

- 1. The details of any office accommodation your organisation provides to staff to carry out trade union business. Please include details of:
  - space measured in square feet
  - how much of this space is contained within entirely separate buildings (i.e. occupied solely by staff carrying out trade union business)
  - whether a professional valuation of the market rental value of the space has been sought either in-house or externally, and if so, what the valuation of the space was
  - any charges the council levy for office space given to trade unions. – **Question withdrawn.**



- 2. Do you deduct trade union subscriptions for any of your employees via payroll (sometimes known as the "check off" system)? If so, do you charge a fee to the trade unions concerned for providing this service? – **Disclosed, we do deduct Unison Subs from salaries, but we don't currently charge a fee for providing this service.**
- 3. With regard to trade union facility time, please provide the total cost of facility time from your pay bill for the financial year 2023/24 and the budget for the current financial year. Please also advise the current number of employees that you fund to be union officials, measured as full time equivalents? (For guidance on definitions please refer to the Government's Transparency Code for local government: <https://www.gov.uk/government/publications/local-government-transparency-code-2015/local-government-transparency-code-2015>) – **Disclosed, please see below:**

|         | Budget   | Full time equivalent |
|---------|----------|----------------------|
| 2023/24 | £115,171 | 3.0                  |
| 2024/25 | £165,445 | 3.0                  |

- 4. Please advise any estimates for other costs met for those staff on trade union facility time apart from salaries - including travel expenses, office supplies, telephone expenses and energy bills. – **No information held.**

Travel expenses are met by Unison themselves.

Please note that this data has been provided to the best of our ability, subject to the limitation of current recording protocols and systems/software.

Every effort is made to ensure that the data presented is accurate and complete. However, it is important to note that this has been extracted from multiple sources, developed for specific policing purposes, for which data extraction methods have not been specifically designed to directly correlate with the terminology of this request. Therefore, the data presented is subject to the inaccuracies and idiosyncrasies inherent in any large-scale recording system.

As a consequence, care should be taken in the interpretation and presentation of this data, so as to not misrepresent the whole or any part of the data disclosed.

### **Freedom of Information Request Appeals Procedure**

#### **1. Who Can Ask for a Review**

Any person who has requested information from Staffordshire Police, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

#### **2. How to Request a Review**

Requests for review of a Freedom of Information request must be made in writing within two months of the date of receipt of this email, and should be addressed to:

[foi@staffordshire.police.uk](mailto:foi@staffordshire.police.uk)



STAFFORDSHIRE  
**POLICE**

Or by Post to:

Central Disclosure Unit  
Staffordshire Police HQ  
PO Box 3167  
Stafford  
ST16 9JZ

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Central Disclosure Unit within two months of the Force's response to the original FOI request.

### **3. Review Procedure**

Receipt of a request for review will be acknowledged in writing. The review will be conducted by another Decision Maker who is independent from the original Decision Maker. The Central Disclosure Unit will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within 20 working days. In more complex cases the review may take up to 40 working days.

The independent Decision Maker will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, taking into account the matters raised by the complaint.

### **4. Conclusion of the Appeal**

On completion of the review the Independent Decision maker will reply to the complainant with the result of the review. If the complainant is still dissatisfied following the review they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following details:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

ICO Website for complaints link: <https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/foi-and-eir-complaints/>

Freedom of Information  
Central Disclosure Unit