Support Staff Side – Facilities Time Agreement – 1 August 2025 – 31 July 2026

College Employers Scotland (CES) at its meeting on Wednesday 21 May 2025, agreed on the request from the Support Staff for a total allocation of **780 hours** of National Facilities Time, to be provided to the support staff trade unions (UNISON, Unite and GMB) for the purposes of National Bargaining from 1 August 2025 until 31 July 2026. This was confirmed to the Support Staff Side at the NJNC – Side Table (Support) on 4 June 2025.

The total number of hours will be reviewed annually and is based on the annual schedule of NJNC – Side Table (Support), Central Committee and working group meetings as agreed by the Joint Secretaries.

The total number of hours agreed is calculated using the total number of meetings and allows for those attending, up to six hours per meeting to be claimed. The six hours allows for a meeting of approximately two hours, travel time (if required), consultation with members, preparatory work and work related to the dissemination of outputs.

The total number of hours will be provided on a proportional split of NJNC related work. The split as set out in the National Recognition and Procedures Agreement (NRPA) is:

UNISON	3
Unite	1
GMB	1

The total number of hours (780) is split as follows for Academic Year 2025/26:

UNISON	468 hours
Unite	156 hours
GMB	156 hours

Points To Note

1. Any other requirements for National Facilities Time for exceptional purposes shall be discussed and jointly agreed at the NJNC – Side Table (Support).

2. The Agreement does not cover any local facility time.

3. Any Job Evaluation release time will not sit under this Agreement but will be addressed separately as and when required.

Principles and Parameters

1. On an annual basis, the Support Staff Secretary, on behalf of UNISON, Unite and GMB, will inform CES and individual colleges, the names of the individuals who have been elected to act as National Support Staff Representatives for the forthcoming academic year.

2. The employing college will be reimbursed up to the total allocated hours for the national negotiators current and actual salary (including any holiday and sick pay), pension costs and the employer's National Insurance Contributions for the duration of the release.

3. The Secretariat will share the process for recording of time and reimbursement costs to all colleges with the names of the National Support Staff Representatives. This will also be shared with the Trade Union Full-time Officials and the National Support Staff Representative. Hours should be recorded by the National Support Staff Representative, following each meeting, with the time recorded then being used for the reimbursement to colleges annually in arrears.

4. If this arrangement must be altered, by either the Support Staff or the employing college, this will be subject to discussion and agreement by both the trade union officials and the employing college, a minimum of four weeks' notice is required, prior to any change being applied.

5. The sector position is that local support staff trade union representatives, at individual colleges, will deal with matters within the terms of the local RPA.

6. The sector recognises that there will be times when a particular matter arises or a new project or working group is established that additional time will be required. This would not be unreasonably refused.

7. This agreement will be reviewed annually. Any changes to this agreement will be subject to consultation at the NJNC – Side Table (Support).

10/9/25