

Annex A: Facilities Management Tool (Individual)

A.	BASIC STEWARDING / REPRESENTATIVE ROLE		
		AVERAGE HOURS PER MONTH	AVERAGE COST PER MONTH
1.	Recruitment / Induction		
2.	Grievance (preparation)		
3.	Disciplinary (preparation)		
4.	Advice / Guidance (informal resolution)		
5.	Consultation		
6.	Negotiation		
7.	Training		

B.	HEALTH & SAFETY		
		AVERAGE HOURS PER MONTH	AVERAGE COST PER MONTH
1.	Duties as Statutory Safety Representative		
2.	Health and Safety Committees		
3.	Policy Development		
4.	Training		

C.	TERMS AND CONDITIONS		
		AVERAGE HOURS PER MONTH	AVERAGE COST PER MONTH
1.	Briefing / Communication / Advice		
2.	Steering Committee		
3.	Job Matching		
4.	Job Evaluation		
5.	Job Analysis		
6.	Appeals		
7.	KSF / PDP activity		
8.	Training		

D.	PARTNERSHIP INITIATIVES		
		AVERAGE HOURS PER MONTH	AVERAGE COST PER MONTH
1.	Health Board Meetings / Sub Committees		
2.	Staff Governance Committee		
3.	Area Partnership Forum (APF) (or equivalent)		
4.	APF sub-groups		
5.	“Local” Partnership Forum (Divisional, CHP etc)		
6.	Service Planning / Re-design		
7.	Staff Side Meetings		
8.	Reading / Preparation		
9.	Training		

E.	ROLE WITHIN WIDER TRADE UNION /PROFESSIONAL ORGANISATION OR STAFF SIDE ORGANISATION		
		AVERAGE HOURS PER MONTH	AVERAGE COST PER MONTH
1.	Scottish		
2.	UK		
3.	Other		

F.	ROLE WITH OTHER EMPLOYERS		
		AVERAGE HOURS PER MONTH	AVERAGE COST PER MONTH
1.	PFI / PPP Contractors		
2.	Other (eg Nursing Homes etc)		

G.	UNION LEARNING REPRESENTATIVE		
		AVERAGE HOURS PER MONTH	AVERAGE COST PER MONTH
1.	Statutory Role		
2.	Training		