

**Information Released under Freedom of Information**

**Subject: Office accommodation provided to carry out trade union business**

**Date Released: 13/02/2014**

**Summary of request:**

1. Please provide 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. 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.

**Information released:**

1. The Union Office measures 18.75sq m (202sq ft); divided equally into reserved Meeting space for confidential meetings and office space including storage for confidential case files. None of the space is within an entirely separate building.

A professional market rental valuation of the space has not been undertaken and is not required. The Union Office is included within the overall Business Rates assessment for Met Office HQ. Information concerning Business Rates is publically available via [www.voa.gov.uk](http://www.voa.gov.uk).

2. Cost estimated as standard office overheads for 0.75 fte staff member plus travel for staff case visits & H&S related meetings (less than £1k per annum).