

**FOI Release**  
***Information released under the Freedom of Information Act***

**Title:** Accommodation for trade union business

**Date of release:** 20 February 2014

**Information 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:**

In reply to your first question, the Intellectual Property Office (IPO) makes a small room available to staff for trade union matters, measuring some 145.3 square feet (13.5 square metres). This space is within our Newport premises and is too small to be rented or to attract any reliable charges. The IPO recently refurbished the wing where this room is located and as a one off supplied furniture worth approx £1,700 to maintain the integrity of the building layout and this remains the property of the IPO.

The IPO does not pay travel expenses for trade union matters and holds no recorded information on other miscellaneous costs incurred specifically by trade union activities such as for office supplies (other than furniture), telephone expenses or energy bills.