



Information Released under Freedom of Information Act

Subject: Enquiry about Office Accommodation provided by Companies House for Trade Union Business

Date Released: 27 February 2014

Summary of request: The enquirer requested information regarding office accommodation provided by Companies House for Trade Union business

Information released

1. Please provide details of any office accommodation that our organisation provides to staff to carry out trade union business.

You have requested:

- 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 your organisation levies for office space given to trade unions.

I can confirm that the Trade Union occupy an office in the main building at Companies House Cardiff; the size of the office space measured in square foot is 463. A valuation of this office has not been carried out and no charge is levied for the office space that the Trade Union occupy.

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.

In response to question 2, I have been informed that travel expenses are paid out of the Public and Commercial Services Union (PCS) fund, as are their office supplies and as such Companies House does not hold these figures.

The Trade Union are not billed for their energy usage as Companies House cannot sub-meter such a small area as it only represents 0.15 of the entire building.

The latest phone records are for the period of 1 April 2013 to 10 February 2014 and the expense comes in at approximately £13.