

## Trade Union Representatives - Time Recording Code List

Activity Code	Activity Description
A	Disciplinary/Capability/Grievance
B	Dept Staff Management Forums
C	Trade Union Liaison/Personnel Meetings
D	Health & Safety
E	Redundancy/Redeployment
F	Branch Meetings/Meetings with Members
G	Meetings with Individual Members on General Issues
H	Trade Union Admin.
I	C.C.T. Issues
J	Regional Meetings
K	National Meetings/Conferences
L	Training/Job Evaluation
M	Voluntary Sector Support
N	Annual Leave
O	Sickness
P	Other
Q	Timesheet not returned

Client Code	Client Description
00	Overheads
10	Corporate
20	Chief Executive
30	City Services
40	Community Services
50	Finance
60	Leisure
70	Planning
80	Professional Services

Activities should be recorded on the timesheet against the relevant code i.e. Activity code followed by client code. e.g. Disciplinary relating to person in Leisure would be coded to A60.

### The following activities should always show the client as 00 i.e. Overheads

- Trade Union Liaison / Personnel Meetings / Dept Forums
- Branch Meetings
- Trade Union Admin.
- Regional Meetings
- National Meetings/Conferences
- Training (Trainee)
- Annual Leave
- Sickness
- Timesheets not returned

### The following activities should always show the client as 10 i.e. Corporate

- Meetings with Head of Personnel
- J.S.E.F.

All other activities may be recorded against either 10 i.e. Corporate (if not relating to anyone particular Client) or 20 to 80 i.e. Chief Exec., Leisure etc. (if directly linked to one particular Client).