

## WILTSHIRE COUNCIL

### STAFFING POLICY COMMITTEE

5 September 2012

---

### Time Off for Civic Public Duties

#### Purpose of Report

1. To present a new Time Off for Civic Public duties policy and procedure.

#### Background

2. This policy brings together into one document existing council policies relating to time off to undertake civic duties.
3. It also formalises the approach to other public duties that to date the Council has not had any formal policy on and which are covered by the Employment Rights Act 1996 (ERA).
4. Civic duties included in the policy that are covered by the ERA are:
  - Magistrates
  - School Governors
  - Local Councillor (including town and parish councillors)
5. Other civic duties included in the policy but are not covered by the ERA are:
  - Members of the Reserve Forces
  - The Special Constabulary
  - Jury Service
6. Certain public duties covered by the Employment Rights Act (school governors, local councillors) have been included for the first time to ensure we meet our legal obligations to provide reasonable time off.
7. Different practices have been followed for magistrates leave with some taking paid leave and others unpaid. This policy outlines a right for employees to receive paid leave for the basic number of sessions magistrates are expected to sit each year. Any additional sessions must be taken as annual leave or unpaid leave.
8. Members of the Reserve Forces have been allowed time off to attend annual training camp but now information on the mobilisation of employees who are called up for active service is provided, together with separate managers guidance.
9. There is a legal duty to allow employees time off for jury service.

10. The provision for unpaid leave for the Employer Supported policing programme is a police initiative to support partnership working.
11. Following consultation we have included FAQs to cover common queries.
12. HR is reviewing how we record, via SAP, both paid and unpaid leave under this policy.

### **Consultation**

13. The unions have agreed the policy through JCC.

### **Environmental Impact of the Proposal**

14. None

### **Equalities Impact of the Proposal**

15. No negative impacts have been identified.

### **Financial Implications**

16. No additional financial impact for services except the need to cover operational requirements during periods of paid/unpaid leave.

### **Recommendation**

17. That Staffing Policy Committee approve this policy and procedure.

**Barry Pirie  
Service Director  
HR & OD**

---

Report Author: Margaret Roots, Human Resources Policy & Reward team

**The following unpublished documents have been relied on in the preparation of this report:** None