WILTSHIRE COUNCIL

STAFFING POLICY COMMITTEE
21st SEPTEMBER 2011

Time Off for Elections Policy and Procedure

Purpose of Report

1.   This report presents for consideration a revised Time Off for Elections policy and procedure which will apply to all Wiltshire Council employees

Background

2.   The policy clarifies the leave an employee can take if they assist officially at elections or stand as a candidate. There has been some confusion in the past on what employees are allowed and different practices have been applied.

Main Considerations for the Council

3.   The policy only applies to those employees who are appointed to assist at elections held in Wiltshire.

4.   Employees who assist at polling stations will receive paid time from work but they will be expected to report to work the next day as normal.

5.   Employees who assist with the count will receive paid time off and report back to work depending on when the count takes place and finishes.

6.   Information is also given on the leave allowed if an employee stands as a candidate and whether this leave is paid or not.

Consultation

7.   The policy was approved by JCC on 25th August 2011 following consultation with HR, union representatives and other key stakeholders.

Environmental Impact of the Proposal

8.   None

Equalities Impact of the Proposal

9.   As there is a statutory requirement for the Returning Officer to be supplied with the resources to perform his/her role this policy was not referred for a full Equality Impact Assessment.

Risk Assessment

10. The elections can involve working long hours but individuals voluntarily apply for these roles and members of the public can also apply. All appointees sign a waiver to the working time directive.

Options considered

11. None

Recommendation

12. To recommend that the Staffing Policy Committee approve the revised policy and procedure.

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The following unpublished documents have been relied on in the preparation of this report: None