

**POLICY ON TIME OFF FOR STAFF COUNCIL MEMBERS ON THE TRUST'S
MEMBERS COUNCIL**

November 2007

Version 3.0

Document control summary

Title	POLICY ON TIME OFF FOR STAFF COUNCIL MEMBERS ON THE TRUST'S MEMBERS COUNCIL
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Approved by (Names, titles and date)	Joint Staff Committee Foundation Trust Project Board
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VERSION CONTROL SUMMARY

VERSION	DATE	COMMENTS/CHANGES
2.0	20/4/07	Draft for JSC
3.0	17/7/07	Amended following comments from JSC

1. Introduction

East London NHS Foundation Trust (hereinafter referred to as “The Trust”) became a Foundation Trust on 1 November 2007. This policy provides guidance for managers and staff on the time off given to staff who are elected as Staff Council Members of the Trust’s Members Council.

As members of the Trust’s Members Council the Staff Council Members, along with the other Council Members, will:

- Advise the Trust’s Board of Directors on how the Trust can meet the needs of the members and local communities;
- Be involved in the strategic and forward plans for the Trust;
- Act as Guardians to ensure the Trust complies with its obligations;
- Act as a link between the Trust and local communities.

2. Time Off

Employees who have been elected as Staff Council Members of the Trust’s Members Council will be allowed up to 20 days paid time off to:

- Take part in Council Members’ induction sessions and ongoing training (2-4 days per year);
- Prepare for and attend 3 - 4 meetings of the Members Council each year (3-4 full days per year to include ½ day preparation per meeting);
- Attend meetings of working groups set up by the Members Council (year (4-6 full days per year to include ½ day preparation per meeting);
- Attend other community or stakeholder meetings (up to 4 days per year);

The Membership Office will work with individual staff council members in order to plan the time required for each member to fulfil their duties and to put any support in place.

3. Arrangements for Part-time Staff

Where part-time staff have to perform Staff Council Member duties at a time which they would not normally work, they should raise this with their line manager who will organise for the Staff Council Member to take back this time from a day they would normally work and be paid.

4. Arrangements for Requesting Time Off For Staff Council Members

It is important for managers and staff to ensure that there are clear arrangements for requesting time off with sufficient notice, in order to facilitate good planning and avoid any misunderstandings. A Staff Council Member is permitted to take paid time off during working hours for the purposes described above, subject to the conditions outlined in the next section.

Dates for training, Members Council meetings, working group meetings and community or stakeholder meetings will be set out in advance. The Staff Council

Member should give the dates of these meetings to his/her line manager as soon as they are issued and the manager will ensure that the Staff Council Member is given paid time off to attend the meetings.

Preparation for meetings as detailed above will normally be taken immediately before the meeting but it is for the Staff Council Member to negotiate with his/her line manager the best time for this to be taken in the light of the needs of the service.

Staff Council members should request time off for meetings or preparation by completing the attached form and submitting it to their line manager as soon as possible and giving at least 7 days notice. The Manager will complete the request form and give a copy to the Staff Council Member, retaining a copy in the employee's file. Time off granted under this policy should be recorded as "other paid leave".

4. Cover Arrangements for Staff Council Members

Subject to the needs of the service, the arrangements for covering the work of Staff Council Members will be the same as cover for annual leave/sickness or any other authorised absence. It will be at the discretion of management following discussions with Staff Council Members as to what cover is provided at any given time.

5. Grievances Arising From The Operation Of This Policy

Both management and staff have a shared responsibility to observe the arrangements set out in this policy, and to resolve all problems about its implementation informally where possible.

If a disagreement arises about the working of the policy, this should be raised by the Staff Council Member with the Director of Human Resources.

If the matter remains unresolved at the informal stage, the Staff Council Member may invoke the Trust's grievance procedure.

11. Policy Review

This policy should be reviewed in the light of experience, national agreements and local conditions. Any subsequent amendments should be agreed jointly with the Joint Staff Committee. It will be the responsibility of the Director of Human Resources to assess progress and to ensure liaison between management and staff in order to determine amendments as and when they become desirable.

**REQUEST FOR TIME OFF TO ATTEND MEETING FOR
STAFF COUNCIL/PREPARATION TIME**

For completion by Staff Council Member

Name:.....

Team/Ward:.....

Service:.....

Locality:.....

I request the following paid time off for the purposes of staff council member duties:-

Date:.....

Time: From:.....to:.....

Total number of working hours:.....

In order to: (eg; attend council meeting, prepare for council meeting etc):-

.....
.....
.....

For completion by Line Manager

Request authorised or refused (please delete as appropriate)

Reason for refusal (if applicable):.....

Signed:.....

Print

Name:.....

Date:.....

Please copy this form and give one to the member of staff and retain another in their personal file. Please ensure that any leave is recorded as "other paid leave".