

AGENDA ITEM

NOT FOR PUBLICATION

**EXEMPT INFORMATION FALLING WITHIN
PARAGRAPH(S)11 OF PART 1 OF
SCHEDULE 12A TO THE LOCAL
GOVERNMENT ACT 1972**

COMMITTEE: LJNCC

DATE: 15th January 2003

SUBJECT: Policy – Time Off For Trade Union Duties And Activities

REPORT BY: Head Of Human Resources

CONTACT OFFICER: Hilary Beaumont

IMPLICATIONS:

LEGAL

COMMUNITY SAFETY

EQUALITIES

ENVIRONMENT

FINANCIAL

CONSULTATIONS

STAFFING

OTHER

WARDS AFFECTED:

PURPOSE

1. To update the existing policy in line with the Council structure and introduction of Trade Union Learning Representatives.

RECOMMENDATION(S)

2. That the LJNCC approve the attached policy and commend to Administration Committee for approval.

BACKGROUND

3. The Employment Act 2002 makes provision for paid time off rights to Union Learning Representatives to carry out their function and undergo training, and the Council's policy has been amended to allow this facility. Additionally, this policy has been updated in accordance with the Council's structure as part of an ongoing programme.

REPORT

4. As stated above, the existing policy on Time Off For Trade Union Duties has been updated. Members of the LJNCC are therefore, directed specifically, to the following main changes:

Paragraph 10 – Trade Union Learning Representatives
Appendix 1 – Recognition Agreement Form
Appendix 2 – Timesheet.

PROPOSAL/OPTION

5. It is recommended that the attached policy be approved by the LJNCC and commended to Administration Committee for approval.

APPENDIX

6. Appendix 1 – Recognition Agreement Form
Appendix 2 – Timesheet.
Appendix 3 – Job Descriptions

LIST OF BACKGROUND PAPERS **LOCAL GOVERNMENT ACT 1972, SECTION 100D**

7. There are no background papers relating to this report.