

## **FREEDOM OF INFORMATION ACT 2000**

Your request for information has now been considered and the Council's response to your questions is shown below.

**Further to your request reference number 0685, you asked:**

**How much time off for public duties has your authority given its employees? How much of this time off is paid? How much time off for public duties has your authority to employees to perform duties as:**

- a magistrate, sometimes known as a justice of the peace
- a local councillor
- a school governor
- a member of a policy authority
- a member of any statutory tribunal (eg an Employment Tribunal)
- a member of the managing or governing body of an educational establishment
- a member of a school council or board in Scotland
- a member of the General Teaching Councils for England and Wales
- a member of the Environment Agency or the Scottish Environment Protection agency
- in England and Wales, a member of the prison independent monitoring boards or in Scotland, a member of the prison visiting committees
- a member of Scottish Water or a Water Customer Consultation Panel

### **Answer**

I can confirm that time off is allowed as follows:

Extract from Councils terms and conditions.  
'4.23 PROFESSIONAL BODIES (ATTENDANCE)

### **Office Holders**

Subject to the requirements of the City Council, employees serving on a Committee or Council of a professional body may be granted paid leave to attend meetings.

### **Generally**

Directors will have discretion to grant paid leave where it is considered that some benefit would accrue to the Council from the attendance of employees at open meetings of professional or similar bodies.

#### 4.24 PUBLIC BODIES (SERVICE ON)

Subject to the requirements of the City Council, an employee will be granted special leave with pay as necessary in order to undertake duties consequent upon his or her membership of, or attendance at:-

- (a) a Local Authority Council;
- (b) meetings concerned with national or provincial council affairs;
- (c) certain committees when specifically nominated;
- (d) a regional or area health authority;
- (e) the managing or governing body of an educational establishment maintained by a local authority (subject to constraints on the number of bodies concerned);
- (f) tribunals or similar bodies;
- (g) or as a Justice of the Peace;
- (h) or Youth Offending Panels.

The leave granted will in approved circumstances be up to 10 days per year\*, or 208 hours per year\* when serving as a Justice of the Peace, subject to the needs of the service.

\* Equivalent Pro-rata for part-time employees and job-sharers. **Also see 4.28 below.** Where the employee attends in Council time and receives a fee this shall be paid over to the Council.'

Unfortunately we are unable to provide the exact figures for time taken. These duties are not recorded on the central HR system. Each manager across the Council would have to look individually at the flexi / time sheet of every member of our 17000+ staff (approx. 50% of this figures is represented by school staff who do not get flexi-time), which again are not held centrally. Some are electronically kept, some manually. It is at the local Manager's/ Director's discretion and also their decision about how to record such leave.

Section 12 of the Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit, which for Local Authorities is set at £450. This represents the estimated cost of one person spending 2.5 working days in determining whether the department holds the information, locating, retrieving and extracting the information. We estimate that it will take us 5 minutes, at least, per staff member, to determine appropriate material and locate, retrieve and extract the information in reference to your request, giving a total of more than 180 working days to check the 17000+ records. Therefore, your request will not be processed further. I am sorry that we are unable to provide this information to you.

The legislation allows you to use the information supplied for your own personal use. Please be aware that any commercial or other use, for example publication, sale, or redistribution may be a breach of copyright under the Copyright, Designs and Patents Act 1988 as amended unless you obtain the copyright holder's prior permission.

Not all the information that is supplied which is covered by copyright will be the Council's copyright, for example it may be the copyright of a government department or another Council. You should seek either the Council's consent or their consent as appropriate. The Council is willing to advise you of any such potential issues on request. In order to make a request to re-use the information please contact the Information Governance Manager using the details below.

If you are dissatisfied with the handling of your request please write to:

**Information Governance Manager**

**Information and Support**

**Leicester City Council**

**FREEPOST (LE985/33)**

**New Walk Centre**

**LEICESTER LE1 6ZG**

e-mail: [foia@leicester.gov.uk](mailto:foia@leicester.gov.uk)

Your request for internal review should be submitted to the above address within 40 (forty) working days of receipt by you of this response. Any such request received after this time will only be considered at the Council's absolute discretion.

You can also complain to the Information Commissioner at:

**Information Commissioner's Office**

**Wycliffe House**

**Water Lane**

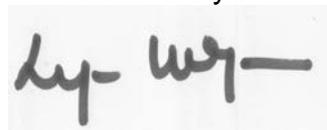
**Wilmslow SK9 5AF**

**Telephone: 01625 545 700**

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Please be aware that the Information Commissioner does not normally consider appeals or complaints until the internal appeals and complaints processes of the public authority which is answering the request have been exhausted. You are therefore advised to complain or appeal to Information Governance Manager before contacting the Commissioner.

Yours sincerely



**Lynn Wyeth**

**Information Governance Manager**