

**ROYAL HOLLOWAY**  
**University of London**

**PUBLIC COMMITMENTS**

**(i) SUMMARY OF COLLEGE POLICY**

The College welcomes the likelihood that members of staff may wish to undertake forms of public and social service and wishes, in so far as is practicable and reasonable, to support them in such activities. It is, however, necessary for the College to ensure that its work is carried out efficiently and in this context to inform staff of the reasonable extent of any public commitments. To this end, conditions have been adopted as set out below to cover service in Parliament, in local government, as a Justice of the Peace, on Government committees and on a jury. These conditions have the aim of supporting members of staff in undertaking public commitments while having due regard to the needs of the College.

It is not possible to predict appropriate conditions for undertaking other public commitments particularly in the area of community or social service since these can be so varied and diverse. Appropriate arrangements will therefore be made ad hoc in accordance with the principles and spirit of these conditions.

The conditions are intended to apply equally to all categories of staff, although there will be wide variations on the extent to which public commitments can be undertaken without encroaching on normal duties. The conditions below are applicable to full-time and part-time staff.

**(ii) PARLIAMENT (INCLUDING EUROPEAN ASSEMBLY)**

**(a) Elections**

A member of staff may stand for election to Parliament. During the recognised period of the election campaign or for three weeks, whichever is the shorter, he or she will be granted leave of absence with pay. This period of leave will not be set against other entitlements.

**(b) Constituency commitments**

It will be recognised that a member of staff adopted as a prospective parliamentary candidate must attend constituency and other political commitments but a prospective candidate will be responsible for ensuring that these activities do not adversely affect the performance of his or her College duties.

**(c) Resignation**

If elected to Parliament, a member of staff will be required to resign his or her College post with effect from the date that parliamentary salary becomes payable. The normal period of notice will be waived but other terms and conditions of service will be applicable.

**(d) Political agents**

A member of staff may accept appointment as a political agent for the period of a parliamentary election. During the recognised period of the election or for three weeks, whichever is the shorter, he or she may be granted three weeks leave of absence with pay. This period of leave will not be set against other leave entitlement.

**(e) Notice of intent**

A member of staff who proposes to stand for Parliament or to accept appointment as a political agent is expected to give as much notice as possible of his or her intention (a) to the Head of Department and (b) to the Personnel Officer in order that reasonable arrangements may be made to cover any consequential period of absence.

**(f) House of Lords**

A member of staff belonging, elevated or succeeding to the peerage is not required to resign from the College provided that his or her parliamentary commitments are compatible with the fulfilment of his or her duties. The College will not meet any part of the costs of the performance of his or her parliamentary duties but no deduction will be made from salary in respect of expenses paid by the House of Lords.

**(iii) LOCAL GOVERNMENT****(a) Elections**

A member of staff may stand for election to the Council of a local authority and, if elected, may continue to hold his or her College post.

**(b) Leave of absence**

A member of staff serving as a member of a local authority is free to undertake commitments associated with that office in so far as these do not seriously affect the performance of his or her duties. Such a member of staff is expected to accommodate his or her local government commitments to his or her College duties. Where necessary, leave of absence will be granted for the purposes of local government business within the normal holiday entitlements. If additional leave is required this will normally be granted without pay.

(c) **Expenses**

The College will not meet the cost of attendance to local government duties but will not make any deductions from salary provided that any earnings loss allowance payable is not claimed.

(d) **Notice of intent**

A member of staff who proposes to stand for election to the Council of a local authority or to accept local government office is expected to give as much notice as possible of their intention (a) to the Head of Department and (b) to the Personnel Officer in order that reasonable arrangements may be made to deal with any organisational consequences.

(iv) **JUSTICES OF THE PEACE**

(a) **Appointment**

A member of staff may accept appointment as a Justice of the Peace without detriment to his or her College employment. A member of staff appointed as a Justice of the Peace must give notice of the appointment (a) to the Head of Department and (b) to the Personnel Officer in order that reasonable arrangements may be made to deal with any organisational consequences.

(b) **Leave of absence**

A member of staff holding office as a Justice of the Peace is free to undertake magisterial and associated duties in so far as these do not affect the performance of his or her duties. Such a member of staff is expected to accommodate the commitments of his or her office to College duties. Where necessary, leave of absence will be granted for attendance on magisterial and associated duties within the normal holiday entitlements. If additional leave is required this will normally be granted without pay.

(c) **Expenses**

The University will not meet the costs of attendance on magisterial and associated duties but will not make any deductions from salary (except where leave of absence is taken without pay in accordance with paragraph (iv) (b) above) provided that any earnings loss payable is not claimed.