

REPORT TO: POLICY AND RESOURCES COMMITTEE ON 10 MARCH 2020

SUBJECT: EMPLOYMENT POLICY FRAMEWORK REVIEW 2019 -20

Amendment to Employment Policy Framework Review 2019/20 Report

Please note additional information under Section 2, 2.1 (v) of the report and in Appendix 5 which provides further clarity in terms of the additional entitlements to the Special Leave Policy in relation to the inclusion of the Parental Bereavement Leave guidance. Please find below report extract and Appendix 5 which highlights the additional information in red.

2. RECOMMENDATION

2.1 The Committee is asked to consider and approve the update on the employment policy framework for 2019 - 20 as follows:

- i) Secondment Policy – clarity on clearance procedures; reinforcement on the roles within the process with regards to supporting or refusing an application and reference to Transform and Change Management clarified;**
- ii) Regrading – includes clarification on use of Delegated Authority Reports (DARs) where Committee Report is provided; clarity of who sits on Regrading Panel and their roles and GDPR references;**
- iii) Working Time Regulations Policy – Brief summaries of each section have been included to aid the reader in accessing the correct section of the document and hyperlinks included to speed access. Also now incorporates the inclusion of a link to the Conflicts of Interest Form;**
- iv) Whistleblowing Policy – Confirms a clear distinction between whistleblowing and a complaint; improve navigation and accessibility (e.g. add in contents page, hyperlinks); amend the language to take a softer approach and place greater focus on encouraging reporting and add in reference to the Bullying & Harassment policy; and**
- v) Special Leave Policy – addition of Parental Bereavement guidance following the change in legislation and subsequent entitlements which includes an enhanced provision of two weeks paid leave as opposed to one weeks paid leave.**

POLICY REVIEW RECORD

(a) SPECIAL LEAVE POLICY and (b) LEAVE OF ABSENCE FOR TEACHERS AND ASSOCIATED PROFESSIONALS POLICY	
Background	<p>The Employment Rights Act 1996 provides a legal right for employees to take “reasonable” time off to deal with an emergency (such as the death of a child). However, this entitlement is only to unpaid leave.</p> <p>The Parental Bereavement (Leave and Pay) Act 2018 (and associated Regulations) will give two weeks statutory bereavement leave, paid at the statutory rate (currently £151.20) for employed parents with 26 weeks service.</p> <p>The Special Leave Policy and Leave of Absence for Teachers and Associated Professionals both currently provide for up to 5 days paid leave (normal contractual pay) to be granted to all employees in these circumstances.</p> <p>It is proposed that the policies are amended to reflect the new legislation, including the enhanced provisions already in place and extending the provision of one weeks paid leave to two weeks paid leave as an additional enhancement.</p> <p>Benchmarking with a number of other Local Authorities, along with research into the legislative requirements has been undertaken.</p>
Findings	<p>Suggested amendments/additions to the Policies include:</p> <ul style="list-style-type: none"> • Revised wording to reflect the specific requirements in relation to Parental Bereavement Leave and Pay • The introduction of a specific form for this purpose to adhere to the requirements of the Statutory Parental Bereavement Pay element as it is not appropriate to amend the generic Special Leave Form, given the particular circumstances relating to parental bereavement leave and pay. <p>It is therefore recommended that a low level review of the Policies is completed.</p>
Implications	<p>The above changes would ensure that the Council meets the legislative requirements and affords appropriate enhancement in line with current policy arrangements.</p>
Summary	<p>In order to move forward with reviewing this Policy, members of the Policy Forum are asked to consider the suggested amendments above.</p>