



Report to: Personnel and General Purposes Committee, 3rd March 2021

Report of: Head of People Services

Subject: FAMILY FRIENDLY POLICY & PROCEDURES

1. Recommendation

1.1 To recommend approval of the proposed amendments to the following Family Friendly Policy & Procedures:

Maternity Leave and Pay Policy

Maternity / Adoption Support Leave

Family Friendly Employment Policy

Flexible Working Policy.

2. Background

2.1 The current Family Friendly Policies came into effect in June 2017 and are therefore overdue for review. The update to these policies has so far incorporated feedback from the People Services team, and any changes in line with current legislation. The key changes include:

2.2 **Maternity Leave and Pay Policy** Summary of changes: Updates in line with current legislation. Format changed from procedure to, policy and procedure to include introduction and scope. Maternity pay table (Section 11) amended and updated to include current rates of statutory pay. References to Child Care vouchers for new applicants removed. Any references to intranet changed to "Staff Room". References to Parental Bereavement Leave added.

2.3 **Maternity / Adoption Support Leave Policy** Summary of changes: Updates in line with current legislation. Format changed from procedure to, policy and procedure to include an introduction. Any references to providing original documents replaced with the wording of "forwarding a copy". References to Parental Bereavement Leave added.

2.4 **Family Friendly Employment Policy** Summary of changes: Updates in line with current legislation. Format changed from procedure to, policy and procedure to include introduction and scope. Contact details of the Employee Assistance Programme changed to that of the new provider. References to Child Care vouchers for new applicants removed. Information added related to the Learning Lounge including the online and workshop learning that is available to support employees. New section on Parental Bereavement Leave added.

2.5 **Flexible Working Policy** Summary of changes: Updates in line with current legislation. Format changed from procedure to, policy and procedure to include an introduction. Definition of flexible working; and sections on trialling new working arrangements and varying an employee's contract added. Employees are given the voluntary option of telling us why they are making an application.

3. Implications

3.1 Financial and Budgetary Implications

None

3.2 Legal and Governance Implications

See Section 3.5. These policies are designed to ensure that we comply with relevant legislation and the Equalities Act in particular. Our policies comply with ACAS and CIPD guidelines and codes of practice.

3.3 Risk Implications

None.

3.4 Corporate/Policy Implications

None.

3.5 Equality Implications

This policy is designed to ensure that we meet our obligations in the Equality Act 2010 by completing an Equality Impact Assessment, where appropriate.

3.6 Human Resources Implications

As above

3.7 Health and Safety Implications

None.

Ward(s): All
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Background Papers: none