

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee

DATE: 24th October 2017

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WARD(S): All

PART I **FOR APPROVAL**

EMPLOYMENT POLICIES AND PROCEDURES

1. Purpose of Report

The purpose of this report is to update the Employment Appeals Committee on the revisions to the following Policies and Procedures:

- Adoption, Surrogacy and Fostering Policy and Procedure
- Shared Parental Leave and Pay Policy and Procedure
- Domestic Violence and Abuse Policy and Procedure

2. Recommendation(s)/Proposed Action

The Committee is requested to approve the revised policies and procedures.

3. Supporting Information

Committee have been informed previously that the OD/HR service have a programme of work relating to undertaking reviews of all employment policies and procedures. This programme of work is to ensure the policies and procedures:

- continue to reflect best practice
- reflect the council's strategic aims
- comply with employment legislation
- are user friendly and
- work together cohesively

One of the key drivers for the revisions to these policies is to reflect any national changes in statutory provisions and of course, any lesson learnt from casework are also incorporated.

In the course of the update, we have taken the opportunity to refresh these policies to ensure they reflect our new employment policy branding.

A summary of the main changes for each policy is outlined below.

4. Adoption, Surrogacy and Fostering Policy and Procedure

The Council is committed to helping working parents to balance the needs of work and home life. The purpose of this policy and procedure is to assist with the management of leave for those seeking to adopt, foster to adopt or the intended parents in a surrogacy arrangement.

The revisions that were required were:

- A reflection of the current legislation
- To provide clearer information to employees in respect of their entitlement
- An opportunity to include information about how the policy applies in cases of fostering, fostering to adopt and surrogacy

The revised policy and procedure is appended as Appendix 1.

5. Shared Parental Leave and Pay Policy and Procedure

Shared parental leave provides eligible parents with the opportunity to choose to share care of their child during the first year following the birth or adoption of the child. Its purpose is to give parents greater flexibility in considering how best to care and bond with their child.

The Shared Parental Leave and Pay Policy and Procedure has been updated to:

- Reflect current legislation
- Provide clearer information to employees

The revised policy and procedure is appended as Appendix 2

6. Domestic Violence and Abuse Policy and Procedure

The purpose of this policy is to raise awareness of domestic violence and abuse and its likely impact on the workforce. By its nature this is an extremely sensitive and confidential matter that managers will have to deal with so important to have this document to support them. It sets out the Council's approach in supporting employees who are affected by or experiencing domestic violence and abuse.

The Domestic Violence and Abuse Policy and Procedure has been updated to include:

- A check list and risk assessment to assist managers when dealing with an employee who is a victim of domestic violence or abuse
- How to deal with cases where victims are employees under 18 years of age (Apprentices)
- How to deal with cases where the perpetrator is in a position of trust

The revised policy and procedure is appended in Appendix 3.

7. Consultation

Consultation has taken place with the Trades Unions and Employee Engagement and Disability Forums who have responded positively to the revisions.

8. Implementation Process

The implementation process will include various methods of communication including;

- Newsround
- Grapevine staff newsletter
- E mail to all line managers
- HRBP's to provide update at Senior Management Team Meetings

9. Background Papers

None

10. Appendices

Appendix 1 - Adoption, Fostering and Surrogacy Policy and Procedure

Appendix 2 - Shared Parental Leave and Pay Policy and Procedure

Appendix 3 - Domestic Violence and Abuse Policy and Procedure