

To: City Executive Board

Date: 8th February 2012

Report of: Simon Howick, Head of People and Equalities

Title of Report: EMPLOYMENT POLICIES

Summary and Recommendations

Purpose of report:

To present for approval and adoption 5 new Employment Policies and Procedures and the removal of two policies

Key decision? No

Executive lead member: Councillor Bob Price

Policy Framework: An efficient and effective Council

Recommendation(s):

1) That the following policies agreed with Trade Unions and appended to this report be approved with immediate effect:

Maternity Policy
Adoption Policy
Paternity Policy
Parental Leave Procedure
Flexible Working Policy

2) That the Fixed Term Contract Policy and Procedure and Job Share Policy are removed (the contents are mainstreamed into other policies).

3) That the Head of People and Equalities be authorised to implement the approved Policies and Procedures and make changes to the Policies and Procedures if they are required to put right clerical mistakes or to reflect changes in the law.

Appendices to report

Appendix 1 – Maternity Policy

Appendix 2 – Adoption Policy

Appendix 3 – Paternity Policy

Appendix 4 – Parental Leave Procedure

Appendix 5 - Flexible Working Policy
Appendix 6 – Risk Assessment
Appendix 7 – Equalities Impact Assessment

Employment Policies

The following Employment Policies are presented for adoption.

1 Maternity Policy

This is a revision of an existing procedure which has been updated to reflect current legislative and Her Majesty's Revenues and Customs (HMRC) requirements.

2 Adoption Policy

This policy replaces the Council's current policy which has been updated to comply with current legislation and HMRC requirements.

3 Paternity Policy

This policy replaces the Council's current policy. The current policy was implemented before the legislative requirement to provide Paternity Leave was introduced. In agreement with the Trade Unions the new policy combines the current legislative requirements for Paternity Leave and preserves the current locally agreed entitlement of 15 days leave plus a day for the birth.

4 Parental Leave Procedure

This is newly drafted policy and procedure to document employees' legal entitlement to unpaid parental leave. It complies with current legislation.

5 Flexible Working Policy

This is a revision of an existing policy which was based on the minimum legislative requirement. The new policy is legally compliant. In addition it extends the option to request flexible working arrangements to all employees. This reflects the Council's wish to adopt modern and flexible working practices wherever possible. The Government has also suggested that it will extend the legal right to make flexible working requests to all employees in the future.

6 Removal of Existing Policies

It has been agreed with the Trade Unions that the Fixed Term Working Policy and Job Share Policy should be removed as they are not required. They are both captured in other policies. Fixed Term contracts are covered within the Organisational Change Policy. Job Sharing as an option is covered by the Flexible Working and Modern Work Styles Policy.

7 Level of Risk

These policies will ensure that the Council complies with its legal requirements and the clear guidance to managers and staff will ensure consistency. The absence of the policies would increase the risk of

legal action against the Council with associated financial and employee relations implications. A risk management framework is attached at Appendix 6.

8 Climate change / environmental impact

There are no climate change or environmental impacts.

9 Equalities Impact

An equalities impact assessment is attached at Appendix 7.

10 Financial implications

By having legally compliant policies the risk of any financial compensation claims is minimised.

11 Legal implications

These policies will form part of the terms and conditions of employment for Council staff. By having legally compliant policies the risk of any legal challenge is minimised.

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List of background papers: none

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