

READING BOROUGH COUNCIL

TO:	FAMILY FRIENDLY REPORT - PERSONNEL COMMITTEE		
DATE:	1 OCTOBER 2015		
TITLE:	AMENDMENTS TO FAMILY FRIENDLY POLICIES		
LEAD COUNCILLOR:	CLLR LOVELOCK	PORTFOLIO:	
SERVICE:	HR	WARDS:	BOROUGH WIDE
LEAD OFFICER:	WARREN KING	TEL:	Ext: 74500
JOB TITLE:	INTERIM HR AND PAYROLL SERVICES MANAGER	E-MAIL	Warren.king@reading.gov.uk

1. PURPOSE AND SUMMARY OF REPORT

To outline the amendments made to the Council's family friendly policies following statutory changes.

2. RECOMMENDED ACTION

2.1. That you approve adoption of the revised policies.

3. BACKGROUND

3.1 The HR department have reviewed the Council's family friendly policies as there have been a number of changes to parental statutory legislation which are outlined as follows:

- Introduction of Shared Parental Leave for parents for babies or children placed into adoption on or after 5 April 2015 and this has replaced Additional Paternity Leave
- Fathers and partners given the right to take time off to accompany expectant mothers to up to 2 antenatal appointments or in case of adoption to attend up to 2 adoption appointments (October 2014)
- Primary adopters are now entitled to paid time off to attend up to 5 adoption appointments (April 2015)
- Adoption leave extended to surrogate parents (April 2015)
- Introduction of paternity leave for parents using surrogacy arrangements (April 2015)

- Unpaid parental leave entitlement now allows parents of any child under the age of 18 (previously only for parents of disabled children) to take up to 18 weeks leave (April 2015)

3.2 The policies which have been reviewed are as follows:

- Paternity Leave Scheme
- Adoption Leave Scheme
- Parental Leave Scheme

Some minor changes to reflect changed terminology in the Foster Carer Policy and the Maternity Scheme are also attached for noting and approval.

4. SUMMARY OF AMENDMENTS

4.1 Paternity Leave Scheme amendments:

- Removal of Additional Paternity Leave and reference made to the Shared Parental Leave policy
- Included paternity leave now being available for parents using surrogacy arrangements
- Included paid time off to attend 2 antenatal clinics or adoption appointments as agreed by Personnel Committee on 5 March 2015
- Change to when paternity leave can be taken:
 - o RBC policy previously allowed leave to be taken 'during the period commencing when the mother of the child first attends antenatal clinic, until the time she ceases attending postnatal clinic.'
 - o Due to amendments to legislation which allows partners to attend 2 antenatal clinics, this has been amended to be in line with the statutory provisions of leave starting after the birth or placement of a child and finishes within 56 days of the birth / placement.
- Change to how paternity leave can be taken:
 - o We are unable to claim back Statutory Paternity Pay (SPP) when paternity leave is taken in odd days rather than whole weeks because SPP is a weekly entitlement. This consequently has a financial implication for the Council. The policy has been amended to ensure that paternity leave is taken in blocks of at least one working week and up to a maximum of two working weeks taken consecutively (as per statutory provisions) rather than it being staggered.
- Change to notice period:

- RBC policy previously did not specify a notice period
- The policy has been updated to ask employees to give 'reasonable' amount of notice to allow cover to be arranged if required.

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4.2 Adoption Leave Scheme amendments

- Adoption leave and pay to be available to surrogate parents obtaining a parental order
- Paid time off to attend up to 5 adoption appointments
- Reference to Shared Parental Leave and removal of Additional Paternity leave

4.3 Parental Leave Scheme amendments

- Update to include the change of legislation in April 2013 which increased entitlement from 13 to 18 weeks unpaid leave for parents.
- Updated to include the change of legislation in April 2015 which now allows unpaid parental leave to be taken by parents of any child under the age of 18 (previously it was only for children with a disability).

5. CONTRIBUTION TO STRATEGIC AIMS

- 5.1 Ensuring that our family friendly policies reflect legislation and best practice helps us to ensure that we attract and retain a motivated workforce..

5. LEGAL IMPLICATIONS

- 6.1 The revised policies comply with recent legislative changes and allow the Council to recover monies paid during Paternity Leave.

6. FINANCIAL IMPLICATIONS

None

7. BACKGROUND PAPERS

None