



## Personnel Sub-Committee 20 July 2015

### Family and Work/life Balance Policy Update

#### Purpose of report

There have been a number of statutory changes that need to be incorporated into the current policy.

#### Attachments

Appendix A – Family and work/life balance policy

Appendix B – Equality impact assessment

#### 1.0 Background

- 1.1 There have been a number of statutory changes to maternity pay and parental leave that apply to children born after 5 April 2015. In anticipation we incorporated some of them into the family and work/life balance policy when it was approved in 2013. This update incorporates the changes we hadn't anticipated.

Anticipated changes (already incorporated)	Unanticipated changes (to be incorporated)
Equalisation of maternity and adoption rights.	Extension of parental leave entitlement (from child's 5th birthday to 18th birthday)
Extension of the right to flexible working to all staff (not just parents)	Ability to share the full year of maternity leave and pay between 2 parents (now called shared parental leave, not to be confused with parental leave - see above).
	Extension of adoption pay to formal foster to adopt schemes.

- 1.2 The changes to parental leave are incorporated in section 7 of the policy, or more specifically; 7.2,7.6-7.13, 7.45- 7.55 and 7.57.

#### 2.0 The family and worklife balance policy

- 2.1 Although the changes are driven by the simple intention to offer families and parents the maximum amount of flexibility, the way they have been incorporated into the legislation is very complicated. In relation to shared parental leave, the legislation includes rules for issuing notice, the number of notices a parent can issue, how and when they can be cancelled to ensure they do not count against the total number of notices allowed, and how and when a notice can be rejected by an employer. This complexity has not been included in the policy. The number of new babies/adoptions per year is relatively low (usually only 1-3), so it is simpler to have a general policy to consider all requests, then double check the legal implications of any unusual requests as they happen. This is covered in section 7 of the policy (see extract below)

**7.51 Period of leave notice**

7.52 New parents should discuss with their line manager and HR their plans to take shared parental leave. They will need to submit a plan in writing; this is referred to as a period of leave notice.

7.53 ENC will balance the needs of the parent and the need to deliver the service when considering whether to approve parental leave plans. Employers are only entitled to reject parent’s plans in a very limited number of situations; if they are minded to do this, they will discuss alternative options with the parent(s).

**3.0 Financial implications**

3.1 There are no direct financial implications of this policy.

**4.0 Legal implications**

4.1 The implementation of this policy will help to ensure that ENC is meeting its legal obligations.

**5.0 Risk implications**

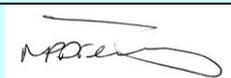
5.1 The review of this policy should reduce risks of legal challenge and is an outstanding audit requirement.

**6.0 Equality implications**

6.1 An equality impact assessment was conducted as part of the review (see Appendix B).

**7.0 Recommendations**

7.1 The Sub-Committee is recommended to fully consider the implications of the equality impact assessment and to approve these changes to the policy.

<b>Legal</b>	Power: Local Government Act 1972				
	Other considerations:				
<b>Background Papers:</b> None					
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<b>Date:</b> 13 May 2015					
<b>DCFO</b> 09.07.2015		<b>DMO</b> 09.07.2015		<b>CX</b>	