



ADUR & WORTHING
C O U N C I L S

21 September 2021

Joint Staff Committee	
Date:	29 September 2021
Time:	6.30 pm
Venue:	The Council Chamber, Worthing Town Hall

<p>Committee Membership:</p> <p>Adur District Council: Councillors; Brian Boggis, Jim Funnell and Robina Baine</p> <p>Worthing Borough Council: Councillors; Karen Harman (Chair), Daniel Humphreys and Rosey Whorlow</p>
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Agenda

Part A

1. Substitute Members

Any substitute members should declare their substitution.

2. Minutes

To approve the minutes of the Joint Staff Committee meeting held on 4 February 2021, copies of which have been previously circulated.

3. Declarations of Interest

Members and officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such an interest becomes apparent during the meeting.

If in doubt, contact the Legal or Democratic Services representative for this meeting.

4. Public Question Time

So as to provide the best opportunity for the Committee to provide the public with the fullest answer, questions from the public should be submitted by midday on Monday 27 September 2021.

Questions should be submitted to Democratic Services - democratic.services@adur-worthing.gov.uk

5. Items Raised under Urgency Provisions

To consider any items the Chairman of the meeting considers to be urgent.

6. Family Friendly Policies (Pages 1 - 62)

To consider the report by the Director for Digital Sustainability and Resources, attached as Item 6.

7. Blended Working Policy (Pages 63 - 114)

To consider the report by the Director for Digital Sustainability and Resources, attached as Item 7.

8. Staff Expenses Policy (Pages 115 - 144)

To consider the report by the Director for Digital Sustainability and Resources, attached as Item 8.

9. Staff Travel Policy (Pages 145 - 188)

To consider the report by the Director for Digital Sustainability and Resources, attached as Item 9.

Part B - Not for Publication – Exempt Information Reports

No items.

Recording of this meeting

Please note that this meeting is being live streamed and a recording of the meeting will be available to view on the Council's website. This meeting will be available to view on our website for one year and will be deleted after that period. The Council will not be recording any discussions in Part B of the agenda (where the press and public have been excluded).

For Democratic Services enquiries relating to this meeting please contact:	For Legal Services enquiries relating to this meeting please contact:
Heather Kingston Democratic Services Officer 01903 221006 heather.kingston@adur-worthing.gov.uk	Beverley Rayner Lawyer 01903 221035 beverley.rayner@adur-worthing.gov.uk

The agenda and reports are available on the Councils website:

<https://www.adur-worthing.gov.uk/>

Duration of the Meeting: Four hours after the commencement of the meeting the Chairperson will adjourn the meeting to consider if it wishes to continue. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue.

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ADUR & WORTHING COUNCILS

Joint Staff Committee
29 September 2021
Agenda Item 6

Key Decision: No

Ward(s) Affected:

Policies:

1. Adoption Policy
2. Maternity Policy
3. Shared Parental Leave Policy
4. Family Friendly Policy (includes Paternity Leave, Parental Leave, Childcare Subsidy)

Report by the Director for Digital Sustainability and Resources

Executive Summary

1. Purpose

- 1.1 The report seeks approval of the Adur & Worthing Councils Adoption Policy, Maternity Policy, Shared Parental Leave Policy, and Family Friendly Policy (includes Paternity Leave, Parental Leave, Childcare Subsidy)
- 1.2 These policies (if approved) will replace the corresponding sections in the old Adur & Worthing Council Leave Policy
- 1.3 The aim of these policies is to make it easier for staff to find the details around the different types of leave available clearer and is part of our policy project to make our policies shorter and simpler for managers and staff.

2. Recommendations

- 2.1 The Joint Staff Committee is recommended to approve the four policies with immediate effect.
- 2.2 The Joint Staff Committee is asked to delegate authority to the Head of Human Resources (in consultation with the Chief Financial Officer and the Head of Legal Services, where relevant) in order to make minor and non-consequential amendments to this policy at any time.

3. Context

- 3.1 Previously all the information about maternity leave, adoption leave and parental leave was together in the Councils' Leave Policy. The Leave Policy was updated and elements removed to be put in new policies.
- 3.2 The information around these types of leave and entitlements needed updating and it was decided to create four new policies to make it easier for staff to find the information that they are looking for.
- 3.3 In April 2015 Shared Parental Leave (SPL) was introduced to UK workplaces, enabling parents to share the leave that accrues following the birth or adoption of a child and whilst the Councils have been following this legislation and a number of staff have used this new type of leave, there was no policy around it. Parental Leave was replaced by the new Shared Parental Leave so this needed removing from the policy.

4. Issues for consideration

- 4.1 Removal of financial help reserving a nursery place - in the previous policy there was a provision for staff on spinal column point 28 or below to receive a financial amount to secure a nursery place. This didn't have to be paid back if the employee stayed with the Councils for 15 months after returning from maternity leave.
- 4.2 Removal of Occupational Paternity Pay for 2 weeks and replaced with 1 week of statutory paternity pay topped up to full pay and then the second week paid at statutory paternity rate.
- 4.3 The options around how to take annual leave that the staff member has accrued during maternity leave has been made clearer in point 8.2 of the policy.

5. Engagement and Communication

- 5.1 Unison have been consulted with and they consulted with their members providing them with time to provide any feedback.
- 5.2 Following that period of consultation Unison formally agreed all four policies at the Joint Officer Negotiating Group (JONG) on 19th May 2021.

6. Financial Implications

- 6.1 There are no additional financial costs arising from the proposed changes to the policies.

7. Legal Implications

- 7.1 These policies are not contractual and do not form part of the terms and conditions of employment.
- 7.2 Section 112 Local Government Act 1972 gives the Council the power to appoint staff on such terms and conditions as it considers appropriate.

Background Papers

- Proposed new Adur & Worthing Councils Adoption Policy available at Appendix 1
- Proposed new Adur & Worthing Councils Maternity Policy available at Appendix 2
- Proposed new Adur & Worthing Councils Shared Parental Leave Policy available at Appendix 3
- Proposed new Adur & Worthing Councils Family Friendly Policy (includes Paternity Leave, Parental Leave, Childcare Subsidy) available at Appendix 4
- The Maternity and Paternity Policy Equality Impact Assessment (EIA) and the EIA statistics are available at Appendix 5
- Adur & Worthing Councils maternity and paternity part of the old Leave Policy is available at Appendix 6

Officer Contact Details:-

Heidi Christmas
Head of Human Resources
Worthing Town Hall
Direct Dialling No 01903 221183
Email:heidi.christmas@adur-worthing.gov.uk

Sustainability & Risk Assessment

- 1. Economic**
Matter considered and no issues identified
- 2. Social**
 - 2.1 Social Value**
Matter considered and no issues identified
 - 2.2 Equality Issues**
The Equality Impact Assessment for this policy and associated statistics are attached as Appendix 5
 - 2.3 Community Safety Issues (Section 17)**
Matter considered and no issues identified
 - 2.4 Human Rights Issues**
Matter considered and no issues identified
- 3. Environmental**
Matter considered and no issues identified
- 4. Governance**
Matter considered and no issues identified



ADUR & WORTHING
COUNCILS

Adoption Policy

1.0 Overview

- 1.1 The Councils are committed to all its employees being able to support their families alongside their work commitments, whilst appreciating that this can, at times, be a challenge.
- 1.2 The aim of this policy is to provide a standard and equitable approach to the management and calculation of adoption leave, including surrogacy.
- 1.3 This policy only applies to employees, with the exception of the right to time off for antenatal appointments/adoption appointments. They also apply to certain agency workers. See section 8.0 for further details.

2.0 Areas of responsibility

- 2.1 All employees have the responsibility for complying with this policy. Individual areas of responsibility are:
 - **Corporate Leadership Team** – publicising the policy
 - **HR team** - reviewing this policy to ensure it is effective and advising managers on the interpretation and consistent application of the policy and on best practice
 - **Managers** - responsibility for ensuring the fair application of this policy, liaising with employees before and during leave.
 - **Employees and those working on behalf of the Councils** – complying with the spirit and wording of this policy, ensuring they read and understand this policy and submit relevant documentation as required.

3.0 Adoption leave

- 3.1 The Councils' policy on adoption leave applies to all employees who are:
 - a. adopting a child under the age of 18 through a UK approved adoption agency
 - b. fostering a child with a view to possible adoption
 - c. having a child through a surrogate mother.

- 3.2 Adoption leave and pay may also be available for adoptions from overseas, which is not dealt with in this policy. Please contact HR for information on eligibility and process.
- 3.3 In some cases, shared parental leave may be available. Details can be found in the Shared Parental Leave Policy.

Entitlement to adoption leave

- 3.4 In adoption cases or fostering for adoption cases, employees are entitled to adoption leave if they meet all the following conditions:
- a) the employee is adopting a child through a UK adoption agency, or is a local authority foster parent who has been approved as a prospective adopter.
 - b) The adoption agency or local authority has given the employee written notice that it has matched the employee with a child for adoption, or that it will be placing a child with the employee under a fostering for adoption arrangement, and tells the employee the date that the child is expected to be placed into their care (the **Expected Placement Date**).
 - c) The employee has notified the agency that they agree to the child being placed with them on the Expected Placement Date.
- 3.5 In a surrogacy case, the employee is entitled to adoption leave if both of the following conditions are met:
- a) A surrogate mother gives birth to a child who is biologically the employee's child, the child of the employee's spouse or partner, or the child of them both.
 - b) The employee expects to be given parental responsibility for the child under a parental order from the court. The child must live with the employee and the employee must apply for the parental order within six months of the child's birth.
- 3.6 If a couple is adopting, they must choose who is going to take the adoption leave. The other adopter may be entitled to Paternity Leave.
- 3.7 Only one period of leave is available, irrespective of whether more than one child is placed with the individual for adoption as part of the same arrangements.

Notification requirements: adoption

- 3.9 Within 7 days of being matched with a child (or where that is not reasonably practicable, as soon as reasonably practicable), the adopter must inform their manager that they intend to take adoption leave. They must also state in writing:

- the Expected Placement Date of the child; and
- the date they would like to start adoption leave

3.10 The employee will be written to within 28 days to inform them of the date they would be due to return to work (the **Expected Return Date**) assuming that the employee takes the full entitlement to adoption leave.

3.11 A copy of the matching certificate issued by the adoption agency should be provided promptly to their manager.

Notification requirements: surrogacy

3.12 In a surrogacy case, the employee must tell their line manager in writing of their intention to take adoption leave and give the Expected Week of Childbirth. The employee must give this information by the end of the 15th week before the Expected Week of Childbirth, or if that is not reasonably practicable, as soon as is reasonably practicable.

3.13 The employee will be written to within 28 days of receiving the notification, to confirm the Expected Return Date, assuming the employee takes the full entitlement to adoption leave.

3.14 When the child is born, the employee must tell their line manager of the date of birth.

Starting adoption leave

3.15 In adoption or fostering cases, Ordinary Adoption Leave may only start at a predetermined date no more than 14 days before the Expected Placement Date, or on the date of placement itself, but no later.

3.16 If the employee wants to change the intended start date, the employee should give as much notice as they can, but wherever possible at least 28 days before the intended start date (or the new intended start date if the employee wants to bring the date forward). Following instruction from the manager, HR will write to the individual within 28 days with the new Expected Return Date.

3.17 In surrogacy cases, Ordinary Adoption Leave will start on the day that the child is born, unless the employee is in work, in which case it will start on the following day. This start date cannot be changed.

Adoption pay

Employees who have less than one year's continuous service by the date of placement:

3.18 The individual will have the right to a maximum of 39 weeks statutory adoption pay if they are entitled to it. This pay is treated as earnings and is therefore subject to the normal pay deductions (i.e. national insurance, income tax and pension

contributions). Statutory adoption pay will cease if an individual returns to work before the end of the 39 week period or if the placement is disrupted (as outlined below).

- 3.19 If the employee leaves employment for any reason (for example, by resignation or redundancy), the individual is still eligible for statutory adoption pay if they have already been notified by an agency that they have been matched with a child. In such cases, statutory adoption pay starts either 14 days before the Expected Placement Date *or* the day after their employment ends, whichever is the later.

Employees who have one year’s continuous service by the date of placement:

- 3.20 The adoption pay entitlement for those with one year’s continuous service at the beginning of the child’s placement is shown on the table below. This pay is treated as earnings and is therefore subject to the normal pay deductions (i.e. national insurance, income tax and pension contributions).

Period of time	Paid if an individual confirms that they intend to return to work following the adoption leave	Paid if an individual is not intending to return to work following the adoption leave
First six weeks	90% of a week’s pay (including allowances) offset against payment made by way of statutory adoption pay	90% of a week’s pay (including allowances) offset against payment made by way of statutory adoption pay
Following 12 weeks	Occupational adoption pay at 50% of a week’s pay (including allowances) plus statutory adoption pay (this amount cannot exceed an individual’s normal full pay).	Statutory adoption pay
Following 21 weeks	Statutory adoption pay	Statutory adoption pay
Following 13 weeks	No pay	No pay

- 3.21 The individual can either choose to receive the pay as detailed above, or ask for the pay to be divided equally across the period of time that they will be on adoption leave. To choose to spread the pay across a number of months, individuals should contact the payroll department.

- 3.22 In order to receive occupational adoption pay, individuals must first confirm in writing that they intend to return to work for a minimum period of three months after their adoption leave (and any shared parental leave that they may take in respect of the same child), and that they agree to repay any occupational adoption pay (but not statutory adoption pay) if they later decide to not work this minimum period.

Disrupted adoption

- 3.23 In an adoption or fostering for adoption case, adoption leave is disrupted if it has started but:
- a. the employee is notified that the placement will not take place
 - b. the child is returned to the adoption agency after placement or
 - c. the child dies after placement.
- 3.24 In a surrogacy case, adoption leave is disrupted where the employee does not apply for a parental order within the relevant time, or a court does not grant a parental order and the time limit for appeal or further application has expired, or where the child dies.
- 3.25 In the event of disruption, the entitlement to adoption leave and pay (if applicable) will continue for a further eight weeks from the end of the week in which disruption occurred, unless their entitlement to leave or pay would have ended earlier in the normal course of events.

4.0 Returning to work

- 4.1 Once the employee has notified the line manager of the intended start date, the line manager shall notify HR. A letter will be sent to the employee within 28 days to inform the employee of the expected return date. If the start date has been changed (because the employee gave notice to change it), HR will write to the employee within 28 days of the start of adoption leave with a revised expected return date.
- 4.2 The employee will be expected back at work on their Expected Return Date unless the employee informs otherwise. It would assist if the employee confirms during their adoption leave that they will be returning to work as expected.
- 4.3 If the employee wishes to return to work earlier than their Expected Return Date, they must give at least eight weeks' notice. It is helpful if this notice is given in writing. If eight weeks' notice is not given, the return date may be postponed until eight weeks after the notice is given, or to the Expected Return Date if sooner.
- 4.4 If the employee wishes to return later than their Expected Return Date, they should either:
- a. request unpaid parental leave (in accordance with the Councils' policy), giving as much notice as possible but not less than 21 days or

- b. request paid annual leave in accordance with their contract, which will be at the Councils' discretion.

4.5 If the employee is unable to return to work due to sickness or injury, this will be treated as sickness absence and the Councils' Sickness Absence Policy will apply.

4.6 In all other cases, late return will be treated as unauthorised absence.

Deciding not to return

4.7 If the employee decides not to return to work, or are unsure, it is helpful if this is discussed as early as possible. If the employee decides not to return, notice of resignation should be given in accordance with their contract. Once notice of resignation has been given, please note that this cannot be changed without the Councils' agreement.

5.0 Time off to attend antenatal appointments/adoption appointments

5.1 The Councils will support individuals to attend adoption/antenatal appointments.

5.2 The entitlements to time off for adoption/antenatal appointments in this section apply to employees and qualifying agency workers.

5.3 An agency worker is a qualifying agency worker if the agency worker has worked in the same role with the Councils for at least 12 continuous weeks (which may include more than one assignment).

5.4 The entitlements are detailed in the table below:

	Main adopter	Secondary adopter
Adoption	<p>Paid time off for up to 5 adoption appointments. Employees should show the employer (if requested), an appointment card or other documents showing that an appointment has been made.</p> <p>An adoption appointment is an appointment arranged by an adoption agency (or at the agency's request) for the employee to have contact with a child who is to be placed with them for adoption.</p>	<p>Unpaid time off (up to 6.5 hours per appointment including travel and waiting time) for 2 adoption appointments. If more time off is needed, individuals should refer to the leave policy.</p>

	The time off to attend an appointment can be taken once the adoption agency has notified the employee that a child is to be placed with them for adoption but before the child is actually placed with them.	
Baby via surrogacy	Unpaid time off to attend with the surrogate up to 2 antenatal appointments (up to 6.5 hours per appointment), if they expect to satisfy the conditions for, and intend to apply for a Parental Order for the child.	Unpaid time off for up to 2 antenatal appointments (up to 6.5 hours per appointment), if they expect to satisfy the conditions for, and intend to apply for a Parental Order for the child.

- 5.5 Please give as much notice of the appointment as possible. Further information (including formal confirmation of appointment) may be requested by the manager and, if so, the employee must provide this information.
- 5.6 Managers should try to be flexible in supporting the father/partner/secondary adopter to attend these antenatal appointments, allowing the use of annual leave or accrued hours, as detailed in the flexible working policy, where possible.

6.0 Keeping in touch (KIT) days

- 6.1 Individuals may attend work for a maximum of 10 Keeping in Touch Days (KIT Days) at any time during adoption leave.
- 6.2 A KIT Day can include training, team meetings or any activity undertaken to enable individuals to keep in touch with their workplace. KIT days are valuable in supporting an individual to have a smooth transition back to work and should be encouraged.
- 6.3 KIT Days are not compulsory for either the employee or the Councils and should be discussed before an individual goes on leave. This should be part of a wider discussion about ways of keeping in touch over the leave period and whether the individual would like to have KIT days.
- 6.4 Up to a maximum of 10 KIT Days may be worked during a period of leave without affecting payments. Working for part of a day will count as one day for the purposes of your KIT day allocation.
- 6.5 It is the Councils' policy that where an employee attends work on a KIT day, they will be paid for the number of hours they work at their normal rate of pay, which will be paid on top of any statutory adoption pay that is due.

7.0 Pension regulations

- 7.1 Those receiving adoption leave pay (occupational or statutory) who contribute to the local government pension scheme must continue to pay pension contributions. This will be based on the actual remuneration (including statutory pay) received.
- 7.2 Anyone taking additional unpaid leave has a choice of whether or not to pay pension contributions for the period of unpaid leave. The Payroll Section will write to individuals concerned at the appropriate time asking for notification of whether the individual is intending to pay pension contributions or not.
- 7.3 If the individual wants to pay additional contributions, this will be based on the actual remuneration received immediately before the unpaid period. If an individual chooses not to pay pensions contributions, this period will not count as service for pension purposes.

8.0 Annual leave

- 10.1 Holiday entitlement will continue to accrue during adoption leave in accordance with the employee's contract of employment.
- 10.2 If an employee takes adoption leave and returns to work in a new annual leave year, the employee has the option to:
 - a. use their leave to 'return to work' at an earlier point (but be on annual leave)
 - b. use the leave in the first weeks of their return to 'phase' back into work or
 - c. attach it to the end of their leave.
- 10.3 Any holiday carried over from a previous leave year should be taken within three months of returning to work.

9.0 Right to return to work

- 9.1 Individuals on adoption leave are entitled to return to the job they were employed to do if the period of leave is 26 weeks or less.
- 9.2 If the leave is more than 26 weeks, then the individual has the right to return to the same job they had before their absence unless it is not reasonably practicable (other than by reason of redundancy) for the employee to return to their former job. In that case, the employee is entitled to return to another job that is both suitable and appropriate for them to do. The terms and conditions cannot be less favourable.
- 9.3 For more information about returning to work if the individual's team is going through a restructure, please see the managing people change policy available on the intranet or in the workplace.

Temporary contract information

- 9.4 If an individual is on a temporary contract which expires during their adoption leave, providing the post is still required, the contract should be extended.
- 9.5 If the post is not required or funding no longer exists, the temporary contract will come to an end.
- 9.6 If the individual has received occupational adoption pay and the temporary contract comes to an end, the occupational adoption pay will continue until the final day of service. It will not be repayable.
- 9.7 For details about specific circumstances, please contact HR.

10.0 Flexible working

- 10.1 Requests to change the working pattern (such as working part-time) after the leave will be dealt with in accordance with the Councils' Flexible Working Policy. It is helpful if flexible working requests are made as early as possible.

11.0 Monitoring and Review

- 16.1 This policy will be monitored and reviewed on a regular basis by the HR team. It does not form part of any contract of employment.

Date policy agreed with Unison: (31st March 2021)

Date agreed by Joint Staff Committee: (date)

Date policy formally adopted: (date)

Date for review: 3 years from formal adoption of policy (date)

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ADUR & WORTHING
COUNCILS

Maternity Policy

1.0 Overview

- 1.1 The Councils are committed to all its employees being able to support their families alongside their work commitments, whilst appreciating that this can, at times, be a challenge.
- 1.2 The aim of this policy is to provide a standard and equitable approach to the management and payment of maternity leave.
- 1.3 This policy only applies to employees, with the exception of the right to time off for antenatal appointments. They also apply to certain agency workers. See section 5.0 for further details.

2.0 Areas of responsibility

2.1 All employees have the responsibility for complying with this policy. Individual areas of responsibility are:

- **Corporate Leadership Team** – publicising the policy
- **HR team** - reviewing this policy to ensure it is effective and advising managers on the interpretation and consistent application of the policy and on best practice
- **Managers** - responsibility for ensuring the fair application of this policy, liaising with employees before and during maternity leave.
- **Employees and those working on behalf of the Councils** – complying with the spirit and wording of this policy, ensuring they read and understand this policy and submit relevant documentation as required.

3.0 Maternity Leave

- 3.1 The Councils' policy on maternity leave applies to all pregnant employees, regardless of the number of hours worked per week.
- 3.2 All pregnant employees must take maternity leave for the two weeks immediately after the birth of their child.

Notification of pregnancy

- 3.3 Employees are encouraged for health and safety reasons to inform their line manager that they are pregnant as soon as possible.
- 3.4 In any event, employees must notify their manager before the end of the 15th week before the week that they expect to give birth, or as soon as reasonably practical afterwards, that:
- a. They are pregnant
 - b. the week, starting on a Sunday, in which the doctor or midwife expects the baby to be born (the **'Expected Week of Childbirth'**) and
 - c. the date on which the employee would like to start her maternity leave (**'the intended start date'**).
- 3.5 The employee must provide as soon as practicably possible a MATB1 certificate issued by a doctor or a midwife to their line manager confirming the Expected Week of Childbirth. The manager should pass this to the HR team.

Health and safety with pregnancy

- 3.6 Once a manager is aware that one of their team members is pregnant, they should ensure a risk assessment, available on the organisation's Health & Safety system, is completed and ensure that any actions identified are taken. The risk assessment will identify any preventative and protective measures that need to be taken. The risk assessment must be reviewed regularly during the pregnancy as the risks may alter based on which trimester the employee is in. The manager will, in consultation with HR, take such steps as are necessary to avoid any risks identified affecting the employee's health and safety as a new and expectant mother of that of the baby. This may involve:
- a. changing the employee's working conditions or hours of work;
 - b. offering the employee suitable alternative work on terms and conditions that are the same or not substantially less favourable or
 - c. suspending the employee from duties, which will be on full pay unless the employee has unreasonably refused suitable alternative work.
- 3.7 The Safety & Resilience Team should be notified through the organisation's Health & Safety system in the later stages of pregnancy to determine whether a Personal Emergency Evacuation Plan (PEEP) is required to ensure the employee can safely exit the building in the event of fire or bomb alert.

Pregnancy Related Sickness

- 3.8 Periods of pregnancy-related sickness absence shall be paid in accordance with the employee's contract of employment.
- 3.9 If the employee is absent for a pregnancy-related reason during the four weeks before their Expected Week of Childbirth, their maternity leave will start automatically unless there are exceptional circumstances.

- 3.10 If an employee is unable to return to work on the expected day of return due to sickness, the absence will be covered by the sickness scheme in the normal way.

Starting maternity leave

- 3.11 The earliest date that an employee can start maternity leave is 11 weeks before the Expected Week of Childbirth (unless the baby is born prematurely before that date).
- 3.12 The maternity leave will start on the earliest of:
- a. the intended start date (if notified in accordance with this policy)
 - b. the day after any day on which the employee is absent for any pregnancy-related reason during the four weeks before the Expected Week of Childbirth.
 - c. In the case of premature birth, the day after the employee gives birth.
- 3.13 The employee can postpone or bring forward their intended start date by informing their line manager in writing at least 28 days before the original intended start date, or if that is not possible, as soon as reasonably practicable.
- 3.14 Where the intended start date is changed due to any of the reasons mentioned above (3.12(b), 3.12(c) or 3.13), the employee should notify their line manager as soon as possible and the line manager must notify HR.

Maternity pay

Employees who have less than one years continuous service at the beginning of the 11th week before the Expected Week of Childbirth:

- 3.15 On receipt of your MATB1 certificate the payroll office will assess to see if you are eligible to payment of statutory maternity pay via your normal pay, if you are not legible an SSP1 form will be sent to you advising the reason. You will then be able to apply for payment of maternity allowance from the DWP.
- 3.16 If entitled, the individual will have the right to a maximum of 39 weeks statutory maternity pay. This pay is treated as earnings and is therefore subject to the normal pay deductions (i.e. national insurance, income tax and pension contributions). Statutory maternity pay will cease if an individual returns to work before the end of the 39 week period or choses to curtail it for a period due to shared parental leave.

Employees who have completed one year's continuous service at the beginning of the 11th week before the Expected Week of Childbirth:

- 3.17 The maternity pay entitlement for those with one year's continuous local government service at the beginning of the 11th week before the Expected Week of Childbirth is shown on the table below. This pay is treated as earnings and is therefore subject to

the normal pay deductions (i.e. national insurance, income tax and pension contributions).

Working whilst on maternity leave

3.18 The general rule is, if you work for another employer (who is not liable to pay you statutory maternity pay) whilst on maternity leave, you lose your entitlement to Statutory Maternity Pay (SMP) for the week in which you work and for the remainder of your maternity pay period.

However, your maternity pay is not affected if you were employed by that employer in the 15th week before your Expected Week of Childbirth (EWC). Therefore, as long as your second employer is not paying you any SMP and you were employed by them 15 weeks before your EWC, any work you do for them now should not affect your entitlement to SMP. You should notify your employer paying your SMP (of any work that you do for your second employer during maternity leave a minimum of seven days before you commence working.

In relation to any contractual maternity pay that you are receiving from the Councils you would need to check the policy to make sure there are no implications.

Period of leave	Paid if an individual confirms in writing that they intend to return to work following the maternity leave ('occupational maternity pay')	Paid if an individual is not intending to return to work following the maternity leave
First six weeks	90% of a week's pay (including allowances) offset against payment made by way of statutory maternity pay	90% of a week's pay (including allowances) offset against payment made by way of statutory maternity pay
Following 12 weeks (weeks 7 to 18)	Occupational maternity pay at 50% (including allowances) of a week's pay plus statutory maternity pay (this amount cannot exceed an individual's normal full pay).	Statutory maternity pay
Following 21 weeks (weeks 19 to 39)	Statutory maternity pay	Statutory maternity pay
Following 13 weeks (weeks 40 to 52)	No pay	No pay

3.18 The individual can either choose to receive the pay as detailed above or in another pattern (i.e. divided equally across the period of time that they will be on maternity

leave or in one lump sum). It is normally paid as above so the individual benefits from reduced tax and national insurance contributions. To be paid in a different pattern, individuals should contact the payroll department.

- 3.19 Individuals intending to return to work must confirm in writing before the start of their maternity leave that they intend to return to work for at least 3 months. This does not necessarily have to be at their contractual hours prior to taking maternity leave, they may put in a flexible working request to their line manager to change their hours of work. If they do not return for this period, any occupational maternity pay must be repaid.
- 3.20 If the individual is unsure if they will return to work for the required 3 months after maternity leave ends, then they can opt to receive payment of the statutory maternity pay only, which is not repayable, and thus avoid having to repay back (in a lump sum) any occupational maternity pay. Once confirmed that the individual will return to work the occupational half pay can then be paid in one lump sum, minus the normal deductions for tax, national insurance & pension contributions.

Returning to work date

- 3.21 Once the employee has notified the line manager of the intended start date, the line manager shall notify HR. A letter will be sent to the employee within 28 days to inform the employee of the expected return date. If the start date has been changed (either because the employee gave notice to change it, or because maternity leave started early due to illness or premature childbirth), HR will write to the employee within 28 days of the start of maternity leave with a revised expected return date.

Changing the return date

- 3.22 If the employee wishes to return to work earlier than the expected return date, she must give her line manager 8 weeks' notice. This notice should be in writing. If the employee does not give enough notice, the return may be postponed until 8 weeks after the employee gave the notice, or the expected return date if sooner.
- 3.23 If the employee wishes to return later than the expected return date, the employee shall either:
- a. request unpaid parental leave in accordance with section 13 below.
 - b. request paid annual leave in accordance with the Leave policy and the employee's contract of employment.

Switching to shared parental leave

- 3.24 In some cases, the employee may be eligible to have shared parental leave. If the employee wishes to change to shared parental leave, they will need to give at least 8 weeks' notice to end the maternity leave and opt into shared parental leave. The employee must still take the first two weeks after birth. Please refer to the Shared Parental Leave Policy for further details.

Deciding not to return

- 3.25 If the employee does not intend to return to work, it is helpful to discuss this as early as possible. If an employee decides not to return, they shall give notice of resignation in accordance with their contract of employment. The amount of maternity leave left to run when notice is given must be at least equal to the contractual notice period. Once notice of resignation has been given this cannot be changed without the Councils' agreement.

Stillbirth, miscarriage and termination

- 3.26 The Councils' aim is to be a supportive employer. Our counselling and employee assistance service is available 24 hours a day. Details of how to access this service are on the intranet. This is a fully confidential service and can provide counselling in the event of a stillbirth, miscarriage or termination. If an individual has a miscarriage or termination, although maternity leave and maternity pay will not apply, either sickness absence or special paid leave will normally be available, and managers will also be available to discuss any support needed.
- 3.27 Maternity leave and maternity pay (both statutory and occupational) will apply in the event of a stillbirth after the end of the 24th week of pregnancy.

4.0 Returning to work

- 4.1 Once the employee has notified the line manager of the intended start date, the line manager shall notify HR. A letter will be sent to the employee within 28 days to inform the employee of the expected return date. If the start date has been changed (either because the employee gave notice to change it, or because maternity leave started early due to illness or premature childbirth), HR will write to the employee within 28 days of the start of maternity leave with a revised expected return date.
- 4.2 The employee will be expected back at work on their Expected Return Date unless the employee informs otherwise. It would assist if the employee confirms during their maternity leave that they will be returning to work as expected.
- 4.3 If the employee wishes to return to work earlier than their Expected Return Date, they must give at least eight weeks' notice. It is helpful if this notice is given in writing. If eight weeks' notice is not given, the return date may be postponed until eight weeks after the notice is given, or to the Expected Return Date if sooner.
- 4.4 If the employee wishes to return later than their Expected Return Date, they should either:
- a. request unpaid parental leave (in accordance with the Councils' policy), giving as much notice as possible but not less than 21 days or

- b. request paid annual leave in accordance with their contract, which will be at the Councils' discretion.

4.5 If the employee is unable to return to work due to sickness or injury, this will be treated as sickness absence and the Councils' Sickness Absence Policy will apply. In all other cases, late return will be treated as unauthorised absence.

Deciding not to return

4.6 If the employee decides not to return to work, or are unsure, it is helpful if this is discussed as early as possible. If the employee decides not to return, notice of resignation should be given in accordance with their contract. Once notice of resignation has been given, please note that this cannot be changed without the Councils' agreement.

5.0 Time off to attend antenatal appointments appointments

5.1 The Councils will support individuals to attend antenatal appointments.

5.2 The entitlements to time off for antenatal appointments in this section apply to employees and qualifying agency workers.

5.3 An agency worker is a qualifying agency worker if the agency worker has worked in the same role with the Councils for at least 12 continuous weeks (which may include more than one assignment).

5.4 The entitlements are detailed in the table below:

	Mother	Father/cohabiting partner
Maternity	Reasonable time off with pay for antenatal care made on the advice of a registered medical practitioner. Except for the first appointment, employees should show the employer (if requested), an appointment card or other documents showing that an appointment has been made.	Unpaid time off (up to 6.5 hours per appointment) during working hours to accompany the partner to 2 antenatal appointments.

5.5 Please give as much notice of the appointment as possible. Further information (including formal confirmation of appointment) may be requested by the manager and, if so, the employee must provide this information.

- 5.6 Managers should try to be flexible in supporting the father/partner to attend these antenatal appointments, allowing the use of annual leave or accrued hours, as detailed in the flexible working policy, where possible.

6.0 Keeping in touch (KIT) days

- 6.1 Individuals may attend work for a maximum of 10 Keeping in Touch Days (KIT Days) at any time during maternity leave. However, those on maternity leave are excluded during the 2 weeks' compulsory maternity leave period immediately following childbirth.
- 6.2 A KIT Day can include training, team meetings or any activity undertaken to enable individuals to keep in touch with their workplace. KIT days are valuable in supporting an individual to have a smooth transition back to work and should be encouraged.
- 6.3 KIT Days are not compulsory for either the employee or the Councils and should be discussed before an individual goes on leave. This should be part of a wider discussion about ways of keeping in touch over the leave period and whether the individual would like to have KIT days.
- 6.4 Up to a maximum of 10 KIT Days may be worked during a period of leave without affecting payments. Working for part of a day will count as one day for the purposes of your KIT day allocation.
- 6.5 It is the Councils' policy that where an employee attends work on a KIT day, they will be paid for the number of hours they work at their normal rate of pay. Maternity leave weeks 3 to 39: paid statutory maternity pay plus any kit hours at normal rate of pay maternity leave weeks 40 to 52: paid kit hours at normal rate of pay.

7.0 Pension regulations

- 7.1 Those receiving maternity leave pay (occupational or statutory) who contribute to the local government pension scheme must continue to pay pension contributions. This will be based on the actual remuneration (including statutory pay) received.
- 7.2 If you are away for the full 52 weeks of maternity leave then weeks 40 to 52 will be unpaid. On your return to work, payroll will write advising how you may repay pension contributions lost on the pensionable pay during this time by way of Additional Pension Contributions (APCs)
- 7.3 If you do not elect to repay the pension for weeks 40 to 52 then this period of your employment will not count as service for pension purposes only.

8.0 Annual leave

- 8.1 Holiday entitlement will continue to accrue during maternity leave in accordance with the employee's contract of employment.
- 8.2
- 8.2 If an employee returns to work in a new annual leave year, they have the option to:
- a. use their leave to 'return to work' at an earlier point (but be on annual leave)
 - b. use the leave in the first weeks of their return to 'phase' back into work or
 - c. attach it to the end of their maternity leave.
 - d. may have any leave above the statutory days and bank holiday entitlement paid to them (statutory days and bank holidays must legally be taken and cannot be paid)
- 8.3 Any holiday carried over from a previous leave year should be taken within three months of returning to work following maternity leave.

9.0 Right to return to work

- 9.1 Individuals on maternity leave are entitled to return to the job they were employed to do if the period of leave is 26 weeks or less.
- 9.2 If the leave is more than 26 weeks, then the individual has the right to return to the same job they had before their absence unless it is not reasonably practicable (other than by reason of redundancy) for the employee to return to their former job. In that case, the employee is entitled to return to another job that is both suitable and appropriate for them to do. The terms and conditions cannot be less favourable.
- 9.3 For more information about returning to work if the individual's team is going through a restructure, please see the managing people change policy available on the intranet or in the workplace.

Temporary contract information

- 9.4 If an individual is on a temporary contract which expires during their maternity leave, providing the post is still required, the contract should be extended.
- 9.5 If the post is not required or funding no longer exists, the temporary contract will come to an end. If the leave date is during the 39 weeks of maternity pay and the employee is eligible for payment of statutory maternity pay, then the Council will continue to pay this in the normal monthly way until the 39 weeks of payment has been completed and then they will be made a leaver on the payroll and a P45 form will then be issued.
- 9.6 If the individual has received occupational maternity pay and the temporary contract comes to an end, the occupational maternity pay will continue until the final day of service. If you are unsure about your particular circumstances, please contact your manager. You would be expected to return to work for a period for at least 3 months in order to keep your occupational maternity pay. If your contract does not allow you

to return for 3 months, an individual conversation will need to be had in terms of paying back the occupational maternity pay element.

9.7 For details about specific circumstances, please contact HR.

10.0 Flexible working

13.1 Requests to change the working pattern (such as working part-time) after the leave will be dealt with in accordance with the Councils' Flexible Working Policy. It is helpful if flexible working requests are made as early as possible.

11.0 Monitoring and Review

16.1 This policy will be monitored and reviewed on a regular basis by the HR team. It does not form part of any contract of employment.

Date policy agreed with Unison: (31st March 2021)

Date agreed by Joint Staff Committee: (date)

Date policy formally adopted: (date)

Date for review: 3 years from formal adoption of policy (date)



ADUR & WORTHING
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Shared Parental Leave Policy

1.0 Overview

- 1.1 The Councils are committed to all its employees being able to support their families alongside their work commitments, whilst appreciating that this can, at times, be a challenge.
- 1.2 The Councils are also committed to ensuring that shared parental leave benefits are applied fairly and consistently. This policy outlines the framework for managing shared parental leave and related absences and the steps that managers and employees must take to ensure that employees' statutory and occupational benefits are applied appropriately. This policy applies regardless of the gender of the employee's partner.
- 1.3 Employees will only have one entitlement to shared parental leave and pay, irrespective of the number of children born or adopted as part of the same pregnancy or adoption. Employees may be eligible for further shared parental leave and pay if they have more children at a later date. Statutory shared parental leave pay entitlements are defined by HMRC.

2.0 Areas of responsibility

- 2.1 All employees have the responsibility for complying with this policy. Individual areas of responsibility are:
 - **Corporate Leadership Team** – publicising the policy
 - **HR team** - reviewing this policy to ensure it is effective and advising managers on the interpretation and consistent application of the policy and on best practice
 - **Managers** - responsibility for ensuring the fair application of this policy, liaising with employees before and during leave.
 - **Employees and those working on behalf of the Councils** – complying with the spirit and wording of this policy, ensuring they read and understand this policy and submit relevant documentation as required.

3.0 Shared parental leave

- 3.1 This section applies to employees and not to agency workers or self-employed contractors, however there are some earners who may be entitled to shared parental pay despite not being employees. Individuals can contact HR to seek clarification.
- 3.2 Individuals may be able to take shared parental leave if they are having a baby or adopting a child. If both parents are eligible to take shared parental leave, the parents will be able to choose how to split the available leave between them, and can decide to be off work at the same time or at different times. The leave can be taken in blocks separated by periods of work or taken in one go.

Eligibility - Birth

- 3.3 To be eligible for shared parental leave, employees must meet the following criteria:
- a) they are the child's mother and share the main responsibility for the care with the child's father or with their partner
 - b) they are the child's father and share the main responsibility for the care of the child with the child's mother or
 - c) they are the mother's partner and share the main responsibility for the care for the child with the mother (where the child's father does not share the main responsibility with the mother).
- 3.4 A 'partner' means a spouse, civil partner or someone living with the employee in an enduring family relationship, but not a sibling, child, parent, grandparent, grandchild, aunt, uncle, niece or nephew.
- 3.5 The following conditions must also be fulfilled:
- d) the employee must have at least 26 weeks continuous employment by the end of the fifteenth week before the Expected Week of Childbirth, and still be employed by the Councils in the week before the leave is to be taken
 - e) the other parent must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the Expected Week of Childbirth and had average weekly earnings of at least £30 during 13 of those weeks and
 - f) the employee and the other parent must give the necessary statutory notices and declarations as summarised below, including notice to end any maternity pay or maternity allowance periods.
- 3.6 The total amount of shared parental leave available is 52 weeks, less the weeks spent by the child's mother on maternity leave (or the weeks in which the mother has been in receipt of statutory maternity pay or maternity allowance if she is not entitled to maternity leave).
- 3.7 If the employee is the mother, she cannot start the shared parental leave until after the compulsory maternity period, which lasts until two weeks after birth.

- 3.8 If the employee is the child's father or mother's partner, they should consider using their two weeks' paternity leave before taking shared parental leave. Once the shared parental leave is started, any untaken paternity leave entitlement will be lost. Shared parental leave is in addition to paternity leave entitlement.

Eligibility - Adoption

- 3.9 An individual will be entitled to shared parental leave if an adoption agency has placed a child with them or their partner for adoption or where a child is placed with them or their partner as foster parents under 'fostering for adoption' or 'concurrent planning' scheme'. It must be the individual's intention to share the main responsibility for the care of the child with their partner.
- 3.10 The following conditions must be fulfilled:
- a. the employee must have at least 26 weeks continuous employment by the end of the week the adoption agency notifies the employee that they have been matched for adoption (the Qualifying Week), and still be employed by the Councils in the week before the leave is to be taken
 - b. the other parent must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the Qualifying Week and had average weekly earnings of at least £30 during 13 of those weeks and
 - c. the employee and the other parent must give the necessary statutory notices and declarations as summarised below, including notice to end adoption leave or statutory adoption pay.
- 3.11 Either the individual or their partner must qualify for statutory adoption leave and/or statutory adoption pay and must take at least two weeks of adoption leave and/or pay.
- 3.12 If the individual's partner is taking adoption leave and/or claiming statutory adoption pay, they may be entitled to two weeks' paternity leave and pay. This should be considered before taking shared parental leave as any untaken paternity leave entitlement will be lost once a period of shared parental leave is started.
- 3.13 The total amount of shared parental leave available is 52 weeks, less the weeks of adoption leave taken by either the individual or partner (or the weeks in which their partner has been in receipt of statutory adoption pay if they were not entitled to adoption leave).

Opting in to shared parental leave and pay

- 3.14 Not less than eight weeks before the date the employee intends for their shared parental leave to start, he/she must fill in the form on the intranet or in the place of work with all the information requested.

Ending maternity leave/adoption leave

- 3.15 Eight weeks' written notice (a curtailment notice) must be given to end maternity leave/adoption leave and opt into the shared parental leave scheme. The notice must state the date the maternity leave/adoption leave will end. The notice can be given before or after maternity leave/adoption leave starts but two weeks maternity leave/adoption leave must be taken.
- 3.16 The employee must also give, at the same time as the curtailment notice, a notice to opt into the shared parental leave scheme or a written declaration that the other parent has given their employer an opt-in notice and that they have given the necessary declarations in that notice.
- 3.17 The other parent may be eligible to take shared parental leave from their employer before the individual's maternity leave ends, provided the individual has given the curtailment notice.
- 3.18 The curtailment notice is binding and cannot usually be revoked. It can only be revoked if the maternity leave/adoption leave has not yet ended and one of the following applies:
- a. the individual realises that neither they nor the other parent is in fact eligible for shared parental leave or shared parental pay. In such a case, the curtailment notice can be revoked in writing up to eight weeks after it was given.
 - b. if the other parent has died or
 - c. in the case of maternity leave only, if the curtailment notice was given before giving birth, it can be revoked in writing up to six weeks after birth.
- 3.19 Once the curtailment notice has been revoked, the employee cannot opt back into the shared parental leave scheme unless 3.18(c) applies.

Ending the partner's maternity leave or pay/adoption leave or pay

- 3.20 If the employee is not the mother, but the mother is still on maternity leave or claiming statutory maternity pay or maternity allowance/if the individual's partner is taking adoption leave or claiming statutory adoption pay, they will only be able to take shared parental leave once she/he has either:
- a. returned to work
 - b. given her/his employer a curtailment notice to end her maternity leave/adoption leave
 - c. given her employer a curtailment notice to end her statutory maternity pay (if she is entitled to statutory maternity pay and not maternity leave)/given their employer a curtailment notice to end statutory adoption pay (if they are entitled to statutory adoption pay but not adoption leave) or

- d. in the case of maternity allowance, given the benefits office a curtailment notice to end her maternity allowance (if she is not entitled to maternity leave or statutory maternity pay).

Booking shared parental leave dates

- 3.21 Having opted into the shared parental leave scheme, leave must be booked by giving period of leave notice. This may be given at the same time as the opt-in notice or later provided it is at least eight weeks before the start of the shared parental leave and is in writing.
- 3.22 The period of leave notice can either give the dates that the individual wants to take as leave or, if the child has not been born yet, it can state the number of days after birth that the individual wants the leave to start and end. This might be particularly useful if the individual intends to take paternity leave starting on the date of birth/placement and wishes to take shared parental leave straight afterwards.
- 3.23 Leave must be taken in blocks of at least one week.
- 3.24 If the period of leave notice gives a single continuous block of shared parental leave, the employee can take the leave set out in the notice.
- 3.25 If the period of leave notice requests split periods of shared parental leave, with periods of work in between, the request will be considered.
- 3.26 An individual can have up to three periods of leave notices. This will enable the individual to take up to three separate blocks of shared parental leave (although if the individual gives a notice to vary or cancel a period of leave this will in most cases count as a further period of leave notice).

Changing the dates or cancelling the leave

- 3.27 A period of leave can be cancelled by giving written notice of at least eight weeks before the start date in the period of leave notice.
- 3.28 The start date for a period of leave can be changed by providing written notification at least eight weeks before the original start date or the new start date, whichever is earlier.
- 3.29 The end date for a period of leave can be changed by providing written notification at least eight weeks before the original end date or the new end date, whichever is earlier.
- 3.30 Discontinuous periods of leave can be combined into a single continuous period of leave. Since this will involve a change to the start and end date of the period of leave, see 3.21 and 3.22 above which set out how much notice is required.
- 3.31 A continuous period of leave can be split into two or more discontinuous periods of

leave, with periods of work in between. Since this will involve a change to the start date and end date, see 3.21 and 3.22 above which set out how much notice is required. This request may not be granted but it will be considered.

- 3.32 A notice to change or cancel a period of leave will count as one of the three period of leave notices unless:
- a. it is a result of the child being born earlier or later than the Expected Week of Childbirth/it is a result of the child being placed with the individual earlier or later than the Expected Placement Date
 - b. the individual is cancelling a request for discontinuous leave before it has been agreed
 - c. it is at the Councils' request or
 - d. the Councils' agree otherwise.

Premature Birth

- 3.33 Where the child is born early (before the beginning of the Expected Week of Childbirth), the individual can start shared parental leave in the eight weeks following birth even though eight weeks' notice has not been given. The following rules apply:
- a. If the individual has given a period of leave notice to start shared parental leave on a set date in the eight weeks following the Expected Week of Childbirth, but the child is born early, the individual can move the shared parental leave start date forward by the same number of days, provided he/she notifies their line manager in writing of the change as soon as they can. (If the period of leave notice already contained a start date which was a set number of days after birth, rather than a set date, then no notice of change is necessary.)
 - b. If the child is born more than eight weeks early and the individual wants to take shared parental leave in the eight weeks following birth, then the opt-in notice and period of leave notice should be submitted as soon as they can.

Shared Parental Pay

- 3.34 Employees who are absent from work on shared parental leave may be entitled to shared parental pay of up to 39 weeks (less any weeks of statutory maternity pay or maternity allowance claimed by the employee or their partner) if they meet either of the following eligibility criteria:
- a. they have at least 26 weeks' continuous employment at the end of the 15th week before the Expected Week of Childbirth and
 - b. their average earnings are not less than the lower earnings limit set by the government each tax year.
- 3.35 Eligibility for shared parental pay is based on the circumstances of the individual employee and cannot be transferred between partners. If both partners are eligible

for shared parental pay, their applications must detail how they wish for it to be shared.

- 3.36 Shared parental leave pay is paid at the same rate as statutory maternity and statutory adoption pay. This pay is treated as earnings and is therefore subject to the normal pay deductions (i.e. national insurance, income tax and pension contributions).
- 3.37 The Councils do not offer any occupational shared parental leave pay.
- 3.38 Individuals should in their period of leave notice state whether they intend to claim shared parental leave pay (and if so, for what period). If it is not in the period of leave notice, the individual can inform HR at least eight weeks before they want shared parental leave pay to start.

Shared Parental Leave In Touch (SPLIT) days

- 3.39 Both partners can each work up to 20 days while taking shared parental leave. These are called 'shared parental leave in touch' (or SPLIT) days.
- 3.40 These days are in addition to the 10 'keeping in touch' (or KIT) days available to those on maternity or adoption leave, further details of which are outlined in the maternity and adoption policies.
- 3.41 KIT and SPLIT days are optional - both the individual and the manager must agree to them.
- 3.42 It is the Councils' policy that where an employee attends work on a SPLIT day, they will be paid for the number of hours they work at their normal hourly rate of pay which will be paid on top of any statutory parental leave pay that is due.
- 3.43 The makeup of this pay may affect employees claiming benefits such as working tax credits so individuals are encouraged to look into what impact this might have before requesting/agreeing to work SPLIT days.

4.0 Pension regulations

- 4.1 Those receiving shared parental leave pay (occupational or statutory) who contribute to the local government pension scheme must continue to pay pension contributions. This will be based on the actual remuneration (including statutory pay) received.
- 4.2 Anyone taking additional unpaid leave has a choice of whether or not to pay pension contributions for the period of unpaid leave. The Payroll Section will write to individuals concerned at the appropriate time asking for notification of whether the individual is intending to pay pension contributions or not.
- 4.3 If the individual wants to pay additional contributions, this will be based on the actual remuneration received immediately before the unpaid period. If an individual

chooses not to pay pensions contributions, this period will not count as service for pension purposes.

5.0 Annual leave

- 5.1 Holiday entitlement will continue to accrue during shared parental leave in accordance with the employee's contract of employment.
- 5.2 If an employee takes shared parental leave and returns to work in a new annual leave year, the employee has the option to:
 - a. use their leave to 'return to work' at an earlier point (but be on annual leave)
 - b. use the leave in the first weeks of their return to 'phase' back into work or
 - c. attach it to the end of their leave.
- 5.3 Employees who are planning a period of family leave that is likely to last beyond the end of the holiday year should discuss their holiday plans with their manager in good time before starting the family leave. Any holiday entitlement for the year that cannot reasonably be taken before starting the family leave can be carried over to the next holiday year.
- 5.4 Any holiday carried over should be taken within three months of returning to work after the family leave.

6.0 Right to return to work

- 6.1 Individuals on shared parental leave are entitled to return to the job they were employed to do if the period of leave is 26 weeks or less.
- 6.2 If the leave is more than 26 weeks, then the individual has the right to return to the same job they had before their absence unless it is not reasonably practicable (other than by reason of redundancy) for the employee to return to their former job. In that case, the employee is entitled to return to another job that is both suitable and appropriate for them to do. The terms and conditions cannot be less favourable.
- 6.3 For more information about returning to work if the individual's team is going through a restructure, please see the managing people change policy available on the intranet or in the workplace.

Temporary contract information

- 6.4 If an individual is on a temporary contract which expires during their shared parental leave, providing the post is still required, the contract should be extended.
- 6.5 If the post is not required or funding no longer exists, the temporary contract will come to an end.

6.7 For details about specific circumstances, please contact HR.

7.0 Flexible working

7.1 Requests to change the working pattern (such as working part-time) after the shared parental leave will be dealt with in accordance with the Councils' Flexible Working Policy. It is helpful if flexible working requests are made as early as possible.

8.0 Monitoring and Review

8.1 This policy will be monitored and reviewed on a regular basis by the HR team. It does not form part of any contract of employment.

Date policy agreed with Unison: (31st March 2021)

Date agreed by Joint Staff Committee: (date)

Date policy formally adopted: (date)

Date for review: 3 years from formal adoption of policy (date)

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ADUR & WORTHING
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Family Friendly Policy (Paternity Leave, Parental Leave, and Childcare Subsidy Policy)

1.0 Overview

- 1.1 The Councils are committed to all its staff being able to enjoy a quality of life. This Family Friendly Policy is intended to help staff achieve a healthy work-life balance.
- 1.2 Areas covered in this policy include paternity leave; parental leave and childcare subsidy.
- 1.3 This policy only applies to employees, with the exception of the right to time off for antenatal appointments.
- 1.4 This policy does not form part of any individual's contract of employment and it may be amended.

2.0 Areas of responsibility

- 2.1 All employees have the responsibility for complying with this policy. Individual areas of responsibility are:
 - **Corporate Leadership Team** – publicising the policy
 - **HR team** - reviewing this policy to ensure it is effective and advising managers on the interpretation and consistent application of the policy and on best practice
 - **Managers** - responsibility for ensuring the fair application of this policy, liaising with employees before and during leave.
 - **Employees and those working on behalf of the Councils** – complying with the spirit and wording of this policy, ensuring they read and understand this policy and submit relevant documentation as required.

3.0 Paternity leave

Length of leave and timing

- 3.1 Paternity leave of two weeks is available to employees working for the Councils.
- 3.2 The leave must be taken during the first 56 days (eight weeks) of the birth or adoption of a child, or within 56 days of the first day of the Expected Week of Childbirth (if the child was born early).
- 3.3 The leave must be taken in a single block of one or two weeks (not as individual days or two one week blocks).

Entitlement to paternity leave

- 3.4 Paternity leave is available for the purpose of caring for a child and supporting the child's other parent in the following cases:
 - a. On the birth of a child, where either:
 - I. be the baby's biological father, or married to or in a civil partnership with the mother, or living with the mother in an enduring relationship, but not be an immediate relative;
 - II. have or expect to have responsibility for the upbringing of the child;
 - III. by making the request to help care for the child or to support the child's mother.
 - b. On the birth of a child to a surrogate mother where you are, or your partner is, one of the child's biological parents, and you expect to obtain a parental order giving you and your partner responsibility for the child.
 - c. Where an adoption agency places a child with you and/or your partner for adoption and you expect to have main responsibility (with your partner) for the child's upbringing.
 - d. Where a local authority places a child with you and/or your partner under a fostering for adoption arrangement and you expect to have main responsibility (with your partner) for the child's upbringing.
- 3.5 To be eligible for this leave, employees must:
 - have continuous service of at least 26 weeks by the end of the 15th week before the Expected Week of Childbirth or by the week in which you or your partner are notified by the adoption agency or local authority that you/they have been matched with a child and
 - not have already taken shared parental leave in respect of the same child and
 - given the correct notice.

Notification requirements

- 3.6 To take paternity leave, employees must provide written notice by the end of the 15th week before the Expected Week of Childbirth or no more than seven days after the employee and/or Partner were notified of having been matched with the child, or as soon as is reasonable stating:
- a. the Expected Week of Childbirth or the Expected Placement Date (see section 6.2(b));
 - b. the date the employee wants the leave to start (which may be a specified date after the start of the Expected Week of Childbirth or the Expected Placement Date, the actual date of birth or a specified number of days after birth) and
 - c. whether the employee intends to take one week or two weeks' leave.

Changing leave dates or cancelling leave

- 3.7 Employees may vary the start date of the paternity leave if notice is given as follows:
- a. If the employee wishes to start their leave on the day of the child's birth or on the day that the child is placed with them, notice of at least 28 days before the first day of the Expected Week of Childbirth or the Expected Placement Date.
 - b. If the employee wishes to start their leave on a specified number of days after the child's birth or placement, notice of at least 28 days (minus the specified number of days) before the first day or the Expected Week of Childbirth or the Expected Placement Date.
 - c. If the employee wishes to start their leave on a specified date that is different to the original start date the employee informed of, notice of at least 28 days before that date.

- 3.8 If 28 days' written notice is not possible, the employee should provide as much notice as possible.

Statutory Paternity pay

- 3.9 Paternity pay is paid at either 90% of a week's pay or at statutory paternity pay, whichever is the highest. This pay is treated as earnings and is therefore subject to the normal pay deductions (i.e. national insurance, income tax and pension contributions). Paternity Pay will include those commissions, overtime payments, Out of Hours payments and other allowances that are made regularly, excluding expenses. An average of the previous 12 weeks income will be used as a guide. In order to qualify for paternity pay, the average weekly earnings cannot be less than the lower earnings limit set by the government.

- 3.10 To be eligible for paternity pay, the individual must complete the form available on the intranet or in the workplace and provide a copy of the MAT B1 form or proof of adoption. This form must be given to their manager at least 15 weeks before the Expected Week of Childbirth or, for adoption, as soon as they find out the Expected Placement Date.

4.0 Parental Leave

- 4.1 Eligible employees can take unpaid parental leave for the purposes of caring for a child, e.g. settle children into new childcare arrangements, look at new schools or spend more time with family.
- 4.2 Individuals taking parental leave are entitled to return to the job they were employed to do and are entitled to terms and conditions no less favourable than if they had not been absent.
- 4.3 Parental leave is unpaid. Individuals are entitled to 18 weeks' leave for each child and adopted child, up to their 18th birthday with a limit of 4 weeks each year for each child (unless the manager agrees otherwise).
- 4.4 Parental leave is usually taken as whole weeks (e.g. 1 week, 2 weeks etc.) rather than individual days, unless the manager agrees otherwise or if the child is disabled. For the purposes of this policy, a child is disabled if the child would be considered disabled by the terms of the 2010 Equality Act.

Eligible employees

- 4.5 Individuals qualify for parental leave if all of the following apply:
- they are an employee (i.e. not a self-employed contractor or a 'worker')
 - they have been working for the Councils for more than a year
 - they are named on the child's birth or adoption certificate or they have or expect to have parental responsibility
 - they are not a foster parent (unless they have secured parental responsibility through the courts),
 - the child is under 18 and
 - they are a step parent through marriage/civil partnership.
- 4.6 Before the initial period of parental leave, managers may ask to see evidence of:
- a) the employee's responsibility or expected responsibility for the child, such as birth certificate, adoption or matching certificate, parental responsibility agreement or court order.
 - b) the child's date of birth or date of adoption placement.

Notice

- 4.7 Employees should make every endeavour to give at least 21 days notice before they intend to start their period of parental leave but are encouraged to give as much notice as possible of their intention to take parental leave. The notice must specify the dates on which the period of leave is to begin and end.
- 4.8 Employees wishing to take parental leave commencing immediately on the birth of a child or the adoption of a child shall give at least 21 days notice before the start of the Expected Week of Childbirth/placement. If this is not possible, as much notice as possible should be given. The notice must specify the Expected Week of Childbirth/placement and the duration of the period of leave required.
- 4.9 Employees should make every endeavour to give at least 21 days' notice of the need to take Parental Leave. However, it is understood that there will be unprecedented events which will leave employees with a need for Parental Leave which falls outside of Emergency Leave. For example, the serious and unexpected illness of a child. In such instances, the requirement for 21 days' notice will be waived.
- 4.10 Managers will make all efforts to agree the leave and not postpone it, unless there is a significant reason for not agreeing it, e.g. it would cause serious disruption to the service. If there is a significant reason, the manager should speak to their HR Business Partner.
- 4.11 If the manager needs to postpone the leave, the employee will be consulted about alternative dates. The manager must notify the employee in writing of the reason for postponement and the new start and end dates of the parental leave. The postponed date must be within six months of the requested start date.
- 4.12 Requests for parental leave to start immediately on the birth or adoption of a child will not be postponed. Requests will also not be postponed if it would result in the leave being taken after the child's 18th birthday.

5.0 Childcare Subsidy Scheme

- 5.1 The intention of the childcare subsidy scheme is to support those employees of the Councils who might otherwise not be able to continue/return to work because of childcare responsibilities.
- 5.2 This scheme is in addition to childcare voucher schemes (pre April 18) that are available for all employees and detailed on the intranet and in the place of work.
- 5.3 The Childcare Subsidy Scheme is a discretionary benefit for all employees who fall into the below category of:
- being an employee of the Councils
 - having pre-school age children who do not yet qualify for child care state funding
 - being paid a salary not exceeding grade 5

- 5.4 The scheme is funded by the team budget in which the individual works, therefore the manager will need to review each application and the budget available at the point of application.
- 5.5 Where more than one application is requested in the same period, the following factors may be taken into consideration in determining who (if any) of the applicants will receive this benefit:
- whether the employee has sole or main responsibility for their children
 - the employee's salary
 - whether the employee comes within the categories of people who are underrepresented within the Council's' workforce
 - budgetary restraints

Amount that can be claimed for childcare

- 5.6 The maximum payable is around £45 per week, or if there are two children, around £80. Full details can be obtained via the payroll team.
- 5.7 The following calculation is used to determine the amount to be paid on a monthly basis:

$$\frac{\text{Total hours worked/hours child is in childcare on working day}^*}{37} \times \text{subsidy entitlement}$$

*whichever is the lesser

- 5.8 Individuals should inform their manager as soon as possible if their circumstances change and their right to claim under this scheme may be impacted. Failure to do so may lead to the immediate removal of this benefit, repayment of the subsidy and disciplinary action.
- 5.9 The allowance will continue to be payable for periods of absence due to annual leave, bank holidays and sickness. The payment will be linked to the period of paid sickness entitlement, with the manager reserving the right to review each case on its individual merits if appropriate.
- 5.10 Any payment is subject to tax and national insurance deductions.

The application process

- 5.11 The application process (including the relevant forms) is available on the intranet or in the workplace.
- 5.12 The Councils reserve the right to review the provisions of the scheme, amend the criteria for eligibility and method of payment if necessary. Claimants will be given reasonable notice (at least three months) of any changes to the scheme which would result in a financial detriment.

- 5.13 This scheme is discretionary. As such, if an individual's request is not approved, there is no appeals procedure or resource to the grievance policy.

6.0 Pension regulations

- 6.1 Those receiving paternity leave pay (occupational or statutory) who contribute to the local government pension scheme must continue to pay pension contributions. This will be based on the actual remuneration (including statutory pay) received.
- 6.2 Anyone taking additional unpaid leave has a choice of whether or not to pay pension contributions for the period of unpaid leave. The Payroll Section will write to individuals concerned at the appropriate time asking for notification of whether the individual is intending to pay pension contributions or not.
- 6.3 If the individual wants to pay additional contributions, this will be based on the actual remuneration received immediately before the unpaid period. If an individual chooses not to pay pensions contributions, this period will not count as service for pension purposes.

7.0 Annual leave

- 7.1 Holiday entitlement will continue to accrue during paternity leave in accordance with the employee's contract of employment.
- 7.2 If an employee takes paternity leave and returns to work in a new annual leave year, the employee has the option to:
- a. use their leave to 'return to work' at an earlier point (but be on annual leave)
 - b. use the leave in the first weeks of their return to 'phase' back into work or
 - c. attach it to the end of their leave.
- 7.3 Employees who are planning a period of family leave that is likely to last beyond the end of the holiday year should discuss their holiday plans with their manager in good time before starting the family leave. Any holiday entitlement for the year that cannot reasonably be taken before starting the family leave can be carried over to the next holiday year.
- 7.4 Any holiday carried over should be taken within three months of returning to work after the family leave.

8.0 Flexible working

- 8.1 Requests to change the working pattern (such as working part-time) after the parental leave will be dealt with in accordance with the Councils' Flexible Working

Policy. It is helpful if flexible working requests are made as early as possible.

9.0 Monitoring and Review

- 9.1 This policy will be monitored and reviewed on a regular basis by the HR team. It does not form part of any contract of employment.

Date policy agreed with Unison: (31st March 2021)

Date agreed by Joint Staff Committee: (date)

Date policy formally adopted: (date)

Date for review: 3 years from formal adoption of policy (date)



ADUR & WORTHING
COUNCILS

Equality Impact Assessment – Maternity & Paternity Policy

Name of project/policy/strategy (hereafter referred to as “initiative”):

Maternity & Paternity Policy

Provide a brief summary (bullet points) of the aims of the initiative and main activities:

A new policy which brings together and outlines all the statutory rights to maternity, adoption, shared parental leave and other types of leave associated with starting a family. This policy:

- Makes us legally compliant with what we offer to mothers and fathers
- Outlines a number of issues around maternity/adoption/paternity leave (i.e. sickness, annual leave)
- Removes old policy points which are not currently being used.

Project Manager: Amy Newnham

Date: February 2019

Stage 1: ‘Screening’

This stage establishes whether a proposed initiative will have an impact on equality groups, (age, disability, gender, race, religion/belief, sexual orientation), or whether it is “equality neutral” (i.e. have no effect either positive or negative). So for example in the case of gender impact, consider whether men and women are affected differently.

Q.1. Who will benefit from this initiative? Is there likely to be a positive impact on specific equality groups (whether or not they are intended beneficiaries), and if so, how? Or is it clear at this stage that it will be equality “neutral”? i.e. will have no particular effect on any group.

The policy allows the organisation to manage maternity, adoption and shared parental leave in a fair and consistent way.

The beneficiaries of this policy will be both members of staff and managers who will have greater clarity about rights that come with starting a family.

Equality considerations:

Age – anyone can start a family, through adoption, IVF or naturally conceiving. This policy doesn’t treat anyone differently depending on their age and so no equality implications are found.

Disability – equality implications due to disability have been considered and none have been found. The policy is clear around how mothers will be treated if they suffer from pregnancy related sickness and this is in line with the equality act.

Gender Reassignment – equality implications due to gender reassignment have been considered and none have been found.

Marriage and civil partnership - equality implications due to marriage and civil partnership have been considered and none have been found.

Pregnancy & Maternity – equality implications due to pregnancy and maternity have been considered and none have been found. This policy is supportive of mothers, surrogates and those becoming a mother via adoption. The treatment of women is equal, regardless of how they become parents.

Race/ethnicity - equality implications due to race/ethnicity have been considered and none have been found.

Religion & belief - equality implications due to religion/belief have been considered and none have been found.

Sexual orientation – equality implications due to sexual orientation have been considered and none have been found.

Sex – equality implications due to sex have been considered and none have been found. With the arrival of Shared Parental Leave, both men and women can take considerable time off work to care for their children. The Councils are supportive of both sexes taking time off work to care for children, as outlined in the policy.

Q.2. Is there likely to be an adverse impact on one or more equality group as a result of this initiative? If so, who may be affected and why? Or is it clear at this stage that it will be equality “neutral”?

Consultation has taken place with Unison and no significant concerns have been raised about equality issues due to protected characteristics.

Q.3. Is the impact of the initiative - whether positive or negative - significant enough to warrant a more detailed assessment (Stage 2 - see guidance)? If not, will there be monitoring and review to assess the impact over a period of time? Briefly (bullet points) give reasons for your answer and any steps you are taking to address particular issues, including any consultation with staff or external groups/agencies.

Due to the response in Q2, it is felt that a more detailed assessment is not required at this time. The policy will be reviewed in 3 years' time and at this point, the equality impact assessment will also be reviewed to ensure that the impact on those covered by the Equality Act remains “neutral”.

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ADUR & WORTHING
COUNCILS

(OLD) LEAVE POLICY

The sections previously in this policy covering the following are now detailed in the new Leave Policy available on the Intranet:

- *Annual leave*
- *Compassionate leave*
- *Study leave*
- *Career breaks*
- *Other paid leave*
- *Other unpaid leave*

Time off for volunteering is now detailed in the Volunteering policy and study leave will be included in the new Learning and Development Policy.

MATERNITY AND PATERNITY LEAVE

Maternity leave	2
Maternity support / Paternity leave	2
Additional Paternity Leave	3
Adoption leave and pay	3
Parental leave	4
Shared Parental Leave	5
Appendix One - Maternity Scheme	6 - 10
Appendix Two - Paternity Scheme	11 - 15

Scope

This policy applies to all employees of the Council.

Policy to be reviewed

The Work Life Balance Policy will be kept up to date in line with any new legislation and is relevant to the needs of the councils and its employees. The Councils reserve the right to alter or add to the policy from time to time, as appropriate.

Legislative Framework

The Councils will work within the existing legislative framework which includes abiding by the:

- The Working Time Directive 1998
- Health and Safety at Work Act 1974.
- Employment Protection Act 1975
- Human Rights Act 1998
- Part time workers Regulations 2000
- Employment Rights Act 1996
- Employment Act 2002
- Work and Families Act 2006
- Equalities Act 2010

Maternity leave

There are statutory provisions relating to maternity leave and pay for all pregnant employees, regardless of their length of service or hours per week that they work. These are set out in detail in Part 2 of the National Agreement on Pay and Conditions of Service for Local Government staff (the "Green Book") and are also contained in the statement of conditions of service employees receive on joining the council (see Appendix One).

Pension Regulations whilst on Maternity Leave

Employees who contribute to the local government pension scheme should read carefully the Maternity Scheme.

Maternity Support/Paternity Leave

Employees are entitled to two weeks paid leave in order to care for an expectant mother at or around the time of birth, regardless of their length of service.

- The two weeks will be paid at 90% pay or the current statutory amounts whichever is the highest.

Leave will be granted provided that the employee is the person nominated by the expectant mother as the primary provider of support at or around the time of birth. In most cases, this will be the expectant mother's husband or partner, but otherwise will be a close relative or someone who has a caring relationship with the mother and child.

To apply for maternity support leave employees are asked to complete the application form and enclose a clear photocopy of the expectant mother's certificate of expected confinement (MAT B1). Certain details are requested on the form so that the council is able to monitor the use of this leave scheme. Section 2 of the form needs to be completed by the expectant mother.

Obviously, you may not know the exact date that the leave will need to be taken, as in most cases this will depend on when the baby is born. However, employees need to submit the form to their Executive Head as early as possible but no later than 15 weeks before the expected date of childbirth so that the line manager knows that the employee will be absent around that time.

The employee must take all the leave within 56 days of the birth of the child. This leave can only be taken in a 1 week or 2 week block (not as 2 one week blocks or individual days).

Further details of the scheme, together with an application form, are available from Human Resources.

Additional Paternity Leave

Changes in legislation with effect from 03 April 2011 will entitle employees to Additional Paternity Leave. This is a minimum of two weeks and maximum of 26 weeks which can be taken when the baby is 20 weeks old and before the baby is one year old which must be taken in a single continuous blocks in multiples of a week. Full details of these entitlements including pay will be issued in due course. Full details are in Appendix Two.

Adoption leave and Pay

Adoption Leave

This is the leave that parents who adopt children take during the period up to adopting the child/children, and subsequently.

If the employee has had less than 26 weeks continuous local government service by the date they are notified of a new match with a child they will not be entitled to adoption leave.

If the employee has had at least 26 weeks of continuous local government service (ending with the week the employee is notified by the adoption agency of the new

match) they will be entitled to 26 weeks of ordinary adoption leave (OAL) and 26 weeks additional adoption leave (AAL), a total of 52 weeks.

"New match" means that adoption leave does not apply to adoption by existing foster carers or stepfamilies.

Statutory Adoption Pay

The employee will normally be entitled to Statutory Adoption Pay (SAP) for up to 39 weeks. If your average weekly earnings are £97 or more (before tax), Statutory Adoption Pay is paid at £124.88 or 90 per cent of your average weekly earnings if this is less.

Notification

To start the leave period employees must give notice in writing to their Executive Head within 7 days of being notified of the new match by the adoption agency.

To be entitled to Statutory Adoption Pay the employee must notify the Executive Head in writing at least 28 days before they want the SAP to be paid.

Adoption Leave can start up to 14 days before the date of the placement.

Employees must also provide a copy of the adoption certificate within three months of the adoption.

If the employee wishes to return within the agreed adoption leave period they must write to the Executive Head at least 56 days before they expect to return.

Parental leave

Parental leave is for parents, adoptive parents, legal guardians and stepparents to care for their children.

If an employee has a baby, adopts a child or becomes a legal guardian or stepparent of a child and they have completed one year's continuous service with the Council they are entitled to take up to 13 weeks unpaid leave for each child, to be taken up until the child is five. With effect from 1st April 2015 this entitlement is extended until the child is eighteen.

If the child is disabled (in receipt of disability living allowance) then this right lasts until the child is 18 years old.

If the child has been adopted, the right lasts until five years from the date of placement for adoption or until the child reaches the age of 18, whichever is the earlier.

On applying for parental leave, the employee must produce a copy of the child's birth certificate. If this does not show proof of parental responsibility the employee may be required to produce further evidence e.g. adoption papers.

Parental leave must be taken in blocks of at least one week up to a maximum of four weeks per child in any one year. Any part weeks that are taken count as a week's parental leave, except for parents of disabled children who can take blocks of one day. The council is flexible as to how the leave should be taken, whether as a single block or as variable blocks over the first five years of the child's life.

The timing of leave will be granted at the discretion of the relevant Executive Head taking into account the needs of the employee and operational requirements.

An employee is required to give his/her Executive Head at least 21 days written notice requesting parental leave. This must include the dates the leave will begin and end.

Shared Parental Leave

Shared parental leave is a type of leave that is available to parents and adoptive parents with babies due on or after 5 April 2015. Shared parental leave enables mothers to commit to ending their maternity leave and pay at a future date, and to share the untaken balance of leave and pay as shared parental leave and pay with their partner, or to return to work early from maternity leave and opt in to shared parental leave and pay at a later date.

Shared parental leave should not be confused with ordinary parental leave, which is unaffected by shared parental leave. Ordinary parental leave is the entitlement to up to 18 weeks' unpaid leave.

Full details can be found in the shared parental Leave Policy

Appendix One

Introduction

Maternity Scheme

Information for pregnant employees

This document explains entitlement, which you may have in accordance with the council maternity scheme. This scheme applies to all pregnant employees.

The scheme applies to all pregnant employees regardless of the number of hours worked per week.

The scheme complies with rights you may have under the Employment Protection (Consolidation) Act, the Trade Union Reform and Employment Rights Act, the Employment Act 2002 and the Work and Families Act 2006. Nothing in the provisions provides less favourable rights than statutory rights. The details below have also been incorporated into the terms and conditions of employment for local government staff, the Green Book.

Definitions

A weeks pay:

- Means where there are normal working hours, this is the amount payable under your current contract of employment for a normal week's work.
- Where there are no normal working hours, this is an average week's pay worked out from the previous 12 weeks preceding the date on which the last complete week ended, although not counting any week for which you received no pay.

Expected date of childbirth

- Childbirth is defined as the birth of a living child, or the birth of a child whether living or stillborn after 24 weeks of pregnancy. The expected date of childbirth (EDC) is the date which your GP or midwife calculates that your baby is due.
- The expected week of childbirth (EWC) is the week, starting on a Sunday and ending on a Saturday in which the expected date of childbirth falls.

Continuous local government service

- In general this is service with any local authority where you have had no breaks in service or breaks between different contracts of employment. If you are not sure whether your service is continuous or not, please seek advice from Human Resources.

Maternity Leave

All employees are entitled to Ordinary Maternity Leave (OML) of 26 weeks.

All employees are also entitled to take Additional Maternity Leave (AML) of 26 weeks, which will follow on from your Ordinary Maternity Leave, a total of 52 weeks maternity leave.

Maternity leave shall commence no earlier than 11 weeks before the EWC or from the time of the childbirth if that is earlier. However, if your manager has any concerns about your medical fitness to work beyond the 11th week before the EWC, this will be discussed with you and you may be asked to obtain a medical certificate to show whether you are fit to work.

It is a legal requirement that you must take maternity leave during the two weeks after your confinement.

Sickness absence that is pregnancy related that occurs at or after the 4th week before the EWC will act as an automatic commencement of maternity leave.

Notification requirements

Using form MAT/L2 you should notify your Executive Head at least 15 weeks before your absence begins (or as soon as reasonably practicable) that you are pregnant, giving your expected date of confinement supported by a certificate of expected confinement MAT B1, issued by your GP or midwife, and stating the date that you wish to start your maternity leave.

Within 28 days of receipt of form MAT/L2, Human Resources will write to you stating your expected date of return from maternity leave, should you take your full entitlement.

Maternity Pay

Payments to employees who have less than one year's continuous local government service at the beginning of the 11th week before the EWC:

Shall be the employee's entitlement to Statutory Maternity Pay (SMP), if eligible.

Depending upon your weekly earnings and the statutory qualifying conditions you may be entitled to SMP. If so, you will be entitled to a maximum of 39 weeks SMP, which will be paid during your 26 weeks OML and for 13 weeks of your AML. This will be paid to you by the Payroll Section. SMP will cease if you return to work before the end of the 39 week period.

If you do not qualify for SMP you may be entitled to a Maternity Allowance (MA) from the Benefits Agency. The Payroll Section will issue you with form SMP1 that you should take to your local Benefits Agency office.

Payments for employees who have completed one year's continuous local government service by the 11th week before the EWC:

Shall be as follows:

- For the first six weeks of absence you shall be entitled to 9/10th of a weeks' pay.
- If you state in writing that you intend to return to work you will receive the subsequent 12 weeks at half pay (plus SMP) without deduction unless the combined amount of pay and benefits exceeds your normal full pay.
- Alternatively the 12 weeks OMP can be paid on any other mutually agreed distribution, over the paid maternity leave period.
- For the remaining 21 weeks of your paid maternity leave period you will receive only SMP, if you are eligible.
- You must return to local authority employment for a period of at least three months, unless the council decides you have a good reason not to do so. The Strategic Director will make this decision in conjunction with your Executive Head of Service.
- In the event of you not returning for at least three months as planned and there being no accepted good cause then you will need to refund the monies paid by the council. Payments made to you by way of SMP are not refundable.
- If you are not intending to return to work after your maternity leave then payments after the first six weeks shall be 33 weeks of your entitlement to SMP only, if you are eligible.
- There is a further entitlement to 13 weeks Additional Maternity Leave, which is unpaid.

Temporary contract information

If you are on a temporary contract which expires whilst you are on maternity leave and providing the post is still required in the section, you have the right to have your contract extended. If it is not required or funding no longer exists, your temporary contract will come to an end. If you are unsure about your specific circumstances you should contact Human Resources.

Right to return to work

You are entitled to return to the job you were employed to do before you went on maternity leave. On your return you are entitled to terms and conditions no less favourable than if you had not been absent.

Where it is not practical by reason of redundancy for the council to permit you to return to the same job then you are entitled to be offered a suitable alternative vacancy where one exists.

If you wish to return to work before the end of the Ordinary Maternity Leave period then you must notify the council in writing at least 28 days before the day you propose to return.

If you wish to return before the end of the Additional Maternity Leave period you must notify the council in writing at least 56 days before the day you propose to return.

You do not need to notify a date of return if this is either the Ordinary Maternity Leave period or the Additional Maternity Leave period as this date will be worked out in advance and will be recorded on form MAT/L2.

If you are unable to return to work on the expected day due to sickness the absence will be covered by the sickness scheme in the normal way.

If you are unable to return to work on the expected day because of an interruption of work (whether due to industrial action or some other reason that would make it unreasonable to expect you to do so) then you may return when work resumes, or as soon as reasonably practicable thereafter.

Keeping in touch days

Employees may, by agreement with their line manager, do up to 10 days' work known as 'keeping in touch days' (KIT days) under their contract of employment during their maternity leave period.

You may work for up to 10 days without bringing your maternity leave to an end or losing your SMP or MA. You can work during ordinary or additional maternity leave but you cannot work during the two weeks of compulsory maternity leave immediately after the birth.

KIT days can be used for any work-related activity including training, conferences or meetings. Working for part of one day will count as one KIT day work.

Employees will be paid at their normal hourly rate of pay (for each hour worked), which will be offset against any SMP that is due.

As your employer, the Council can also make reasonable contact with you during your leave, for example, to discuss your return to work.

Relationship to sickness and annual leave

Maternity leave is not treated as sick leave and will not therefore be taken into account for the calculation of the period of entitlement of sickness leave/pay.

OML and AML shall be regarded as continuous service for the purposes of the council's sickness, maternity and annual leave schemes.

Annual leave, and bank holidays, continue to accrue during both Ordinary and Additional Maternity Leave.

If you take OML either with or without AML and you return to work in a new annual leave year then you will only be allowed to carry forward 5 days annual leave. The rest of the annual leave will be paid to you, through Payroll, so that you do not have an excessive amount of accrued leave to take on your return to work.

Relationship to pension regulations

If you do contribute to the local government pension scheme then for the whole period of the OML you must pay pension contributions. Your contributions will be based on the actual remuneration (including SMP) that you receive.

If you take AML, 13 weeks of which is unpaid, you have a choice whether or not to pay pension contributions for the period of the unpaid leave. The Payroll Section will write to you at the appropriate time asking you to notify the council of your decision.

For the remaining 13 weeks of AML, pension contributions are based on the actual remuneration you receive immediately before the previous 13 week AML period.

If you choose not to pay pension contributions for the remaining 13 weeks AML period this period will not count as service for pension purposes.

All pregnant employees

All pregnant employees have the right to paid time off to attend antenatal care, provided that the doctor or midwife has advised such care. If you request such time off, your manager may ask to see your appointment card as confirmation of your visit, although this would not be necessary for your first visit.

Consideration will be given to any health and safety implications if you are pregnant or breast feeding, identified by a risk assessment by your line manager. Further information is available in the policy and guidance booklet *New and Expectant Mothers*.

If any other medical or welfare problems arise during your pregnancy or maternity leave, advice or help can be obtained from your manager. Confidential advice may also be obtained from Human Resources staff or the Corporate and Public Safety Manager.

Appendix 2

Paternity Leave

Introduction

This document explains entitlements, which you may have in accordance with the Council's paternity leave scheme. This scheme sets out the statutory rights and responsibilities of employees who wish to take paternity leave. It applies to all employees whose wife, civil partner or partner gives birth to a child, or who is the biological father of the child and that child is born on or after 03 April 2011.

Ordinary Paternity Leave

2.1 Ordinary Paternity Leave Entitlements

- Two weeks ordinary paternity leave at or around the time of birth regardless of length of service with the Council
- This leave must be taken in a single block of one or two week (not as individual days or 2 one week blocks).
- Ordinary paternity leave must be taken within 56 days (eight weeks) of the birth of the child

Ordinary paternity leave is granted in addition to an employee's normal annual leave entitlement.

Eligibility criteria

To qualify for Ordinary Paternity leave you must:

- be the baby's biological father, or married to or in a civil partnership with the mother, or living with the mother in an enduring relationship, but not be an immediate relative;
- have or expect to have responsibility for the upbringing of the child;
- be making the request to help care for the child or to support the child's mother.

Notification requirements

Obviously, you may not know the exact date you will need to take leave, as in most cases this will depend on when they baby is born. However, you will need to:

- request in writing using appendix 1 as early as possible but no later than 15 weeks before the expected date of confinement (as shown on the MAT B1 certificate).
- Section 1 of the form to be completed by you with a clear photocopy of the MAT B1.

- Section 2 of the form is to be completed by the expectant mother.
- The completed form must be sent to your Executive Head of Service.

2.4 Ordinary Paternity Leave Pay

- Up to two weeks will be paid at 90% of pay or £128.73 per week, whichever is the highest.

Statutory paternity pay is treated as earnings and is therefore subject to PAYE and national insurance deductions.

Additional Paternity Leave

3.1 Additional Paternity Leave Entitlements

- Up to 26 weeks additional paternity leave within the first year of the child's life provided that the mother has returned to work
- The earliest that additional paternity leave can commence is 20 weeks after the child's birth.
- Additional paternity leave must end on or before the child's first birthday.
- This leave must be taken as a single block of complete weeks.
- The minimum period of additional paternity leave is two consecutive weeks and the maximum period is 26 weeks.
- Leave will commence on a chosen start date which will be specified in the leave notice (see notification requirements).
- Annual leave and bank holiday entitlements continue to accrue during ordinary and additional paternity leave.

You are encouraged to take any outstanding annual leave due to you before the commencement of additional paternity leave. Employees are reminded that holiday must be taken in the year that it is earned and therefore if the holiday year is due to end during additional paternity leave, you will only be allowed to carry forward five days annual leave. The rest of the annual leave will be paid to you so that you do not have an excessive amount accrued leave to take on your return to work.

3.2 Eligibility Criteria

To qualify for Additional Paternity Leave you must satisfy all of the points below:

- You must be the baby's biological father, or married to or in a civil partnership with the mother, or living with the mother in an enduring relationship, but not be an immediate relative;
- You must have or expect to have responsibility for the upbringing of the child (apart from the mother's responsibility);
- You must be taking the leave to care for the child;

- You must have a minimum of 26 weeks service with this Council by the end of the 15th week before the expected date of confinement (as detailed on the MAT B1 certificate) i.e by week 25 of pregnancy;
- You must remain in continuous employment with the Council until the week before the additional paternity leave commences;
- The mother must be entitled to one or more of maternity leave, statutory maternity pay or maternity allowance;
- The mother must have returned to work.

3.3 Notification requirements

You will need to:

- Request in writing by completing and submitting Appendix 2 as early as possible but no later than 8 weeks before you intend the additional paternity leave and statutory paternity pay (if applicable) to commence

All items on the form must be completed as this information is required by law and additional paternity leave and pay cannot be granted without it.

At the same time the mother will need to:

- Complete and submit Appendix 3 which confirms personal details and information relating to maternity leave being taken and intention to return to the workplace.

All items on the form must be completed as this information is required by law and additional paternity leave and pay cannot be granted without it.

- Both forms must be signed and passed to your Executive Head of Service or such person as they delegate / determine.

In some cases the Council may need and therefore request from you, the name and business address of the mother's employer and a copy of the child's birth certificate. This must be supplied within 28 days of the request.

If, once your request for Additional Paternity Leave has been granted, you need to bring forward, postpone or cancel the date of commencement you must advise Human Resources in writing as soon as possible but no less than six weeks before the new start date.

Human Resources will respond in writing to a notification of additional paternity leave plans within 28 days confirming relevant start and end dates of additional paternity leave.

3.4 Additional Statutory Paternity Pay

- Is £128.73 per week, or 90% of your average weekly earnings, if this figure is lower.

You are entitled to statutory paternity pay if:

- You have given proper notification and you meet all of the eligibility criteria detailed above;
- the mother has at least two weeks of her maternity pay period that remains unexpired.
- your average weekly earnings for the period of eight weeks ending with the relevant week are not less than the lower earning limit for national insurance contributions.

Statutory paternity pay is payable whether or not you intend to return to work after your additional paternity leave.

3.5 Keeping in touch days

You may, by agreement with your Manager, do up to 10 day's work now as 'keeping in touch days' (KIT days) under your contract of employment during additional paternity leave.

You can work for up to 10 days without bringing your additional paternity leave or pay to an end. KIT days can be used for any work-related activity including training, conferences or meetings.

Working for part of one day will count as one KIT day worked. You will be paid at your normal hourly rate of pay (for each hour worked), which will be offset against any Statutory Paternity Pay that is due.

The council reserves the right to maintain reasonable contact with you from time to time during additional paternity leave. This may be to discuss your plans for return to work, discuss any special arrangements to be made or training to be given to ease your return to work or simply to update you on developments at work during your absence.

3.6 Returning to work after Additional Paternity Leave

You are entitled to return to the job you were employed to do before you went on ordinary or additional paternity leave. On your return you are entitled to the same terms and conditions of employment as if you had not been absent.

You will have been advised in writing by the Council of the end date of your additional paternity leave and you are expected to return on the next working day after this date.

If you are unable to return to work on the expected day due to sickness the absence will be covered by the Sickness Absence Policy in the normal way. If you are unable

to return to work on the expected day because of an interruption to work (whether due to industrial action or some other reason that would make it unreasonable to expect you to do so) then you may return when work resumes, or as soon as reasonably practicable thereafter.

If you wish to return to work earlier than the expected return date you must notify Human Resources in writing at least six weeks before the date of your early return. If you decide not to return to work after additional paternity leave, you must give notice as soon as possible and in accordance with the terms and conditions of your employment.

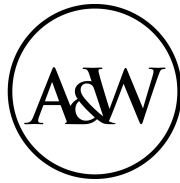
Signed:
Date:

Alex Bailey, Chief Executive

Signed:
Date:

UNISON

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ADUR & WORTHING
COUNCILS

Joint Staff Committee
29 September 2021
Agenda Item 7

Key Decision: No

Ward(s) Affected:

Blended Working Policy

Report by the Director for Digital Sustainability and Resources

Executive Summary

1. Purpose

- 1.1 The report seeks approval of the Adur & Worthing Councils Blended Working Policy.
- 1.2 This policy (if approved) will replace the current Ways of Working Policy.
- 1.3 The aim of the policy is to enable staff to voluntarily work a proportion of their working hours from home, where their role is deemed by their manager as suitable.

2. Recommendations

- 2.1 The Joint Staff Committee is recommended to approve the Blended Working Policy with effect from 1st November 2021.
- 2.2 The Joint Staff Committee is asked to delegate authority to the Head of Human Resources (in consultation with the Chief Financial Officer and the Head of Legal Services, where relevant) in order to make minor and non-consequential amendments to this policy at any time.

3. Context

- 3.1 Working through the Covid -19 pandemic over the last 18 months has meant that a lot of services had to adapt the way that they work in order to enable staff to work from home, where at all possible, under the Government guidelines.

- 3.2 This in turn has enabled the Councils to look at how services can be provided more flexibly in the future and how this allows the workforce to work in a different way.
- 3.3 The Blended Working Policy has close links to the new Staff Travel Policy and the updated Staff Expenses and Reimbursement Policy and Procedure and therefore it was decided that all three should be brought to the Joint Staff Committee together.
- 3.4 The three policies are connected and are there together to enable a flexible working approach for the Councils staff that encourages a healthier work life balance, and enables staff to have a blended working approach, where they can voluntarily work a proportion of their working hours from home, where their role is deemed by their manager as suitable.

4. Issues for consideration

- 4.1 Whilst the essence of the Blended Working Policy is to enable staff to voluntarily work from home for a proportion of their working hours, every job is different and therefore the Councils are unable to agree that all roles will have this level of flexibility.
- 4.2 If staff do not want to work from home for some of their working hours then they can work at their contractual base.
- 4.3 If there are roles that are deemed to be able to be performed from home for 100% of the time, then these roles will be classed as homeworker roles rather than roles where the postholder can work from home voluntarily for a proportion of their working hours.
- 4.4 The policy also details the requirements for working from home, such as the equipment that will be provided and the security and confidentiality requirements that the staff member needs to ensure are in place.

5. Engagement and Communication

- 5.1 Unison have been consulted with and they consulted with their members providing them with time to provide any feedback.

5.2 Following that period of consultation Unison formally agreed the policy at the Joint Officer Negotiating Group (JONG) on 4th August 2021.

5.3 Two policy consultation & engagement sessions were delivered in June for all employees. Feedback from these sessions was taken on board, which is reflected in the policy.

5.4 Further staff engagement sessions/information sharing is planned to coincide with the rollout of the policy which might include training or workshops for managers.

6. Financial Implications

6.1 There are no unbudgeted financial implications arising from this proposed policy. Any new equipment or furniture required to support home working will be funded from the AW Workspaces budget.

7. Legal Implications

7.1 This policy is not contractual and does not form part of the terms and conditions of employment.

7.2 Section 112 Local Government Act 1972 gives the Council the power to appoint staff on such terms and conditions as it considers appropriate.

Background Papers

- Proposed new Adur & Worthing Councils Blended Working Policy available at Appendix 1
- The Blended Working Policy Equality Impact Assessment (EIA) and the EIA statistics are available at Appendix 2
- Adur & Worthing Councils Ways of Working Policy available at Appendix 3

Officer Contact Details:-

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Sustainability & Risk Assessment

1. Economic

The proposed policy will enable the Councils to provide services in a more flexible and efficient way.

2. Social

2.1 Social Value

Matter considered and no issues identified

2.2 Equality Issues

The Equality Impact Assessment for this policy and associated statistics are attached as Appendix 2

2.3 Community Safety Issues (Section 17)

Matter considered and no issues identified.

2.4 Human Rights Issues

The proposal for staff to work from home is on a voluntary basis, so if there are staff members that don't want to work from home for any reason then they can work at their contractual base.

3. Environmental

Staff working from home for a proportion of their working hours may decrease the number of journeys they are making to and from work, which in turn could reduce the amount of CO2 emissions.

4. Governance

DSE Workstation assessments are covered in the policy and the stance is that if a staff member's working environment does not meet the DSE workstation standards they may be unable to work safely from home and then will need to work in the office.



ADUR & WORTHING
COUNCILS

Ways of Working Policy

1.0 Overview

- 1.1 This policy applies to all staff of Adur and Worthing Councils. It sets out the standards for working arrangements to benefit the Councils, their staff and customers.
- 1.2 This policy has been developed from a position of trust acknowledging that all staff members work hard and our ways of working should support us in achieving the best outcomes for the residents of Adur and Worthing.
- 1.3 All members of staff have the duty of familiarising themselves with the Ways of Working Charter outlined in point 10 of this policy ensuring understanding and complying with the standards set out. Non-compliance will be dealt with under the disciplinary policy.
- 1.4 All employees have the responsibility for adhering to this policy. Individual areas of responsibility are:
- **Corporate Leadership team** – overall responsibility for ensuring that working arrangements are managed appropriately in accordance with Council policies and publishing/promoting the adoption of this policy across the Councils.
 - **HR team** - reviewing this policy to ensure it is effective.
 - **Managers** – the day-to-day management of working arrangements, ensuring staff under their supervision comply with working time regulations, ensuring they comply with the Ways of Working policy, the Ways of Working Charter, responses to flexible working requests and ensuring compliance with this policy.
 - **Employees** - familiarising themselves with, and ensuring that they comply with the Ways of Working policy and adhering to the Working Time Regulations with respect to weekly working hours and rest breaks.
- 1.5 This policy should be interpreted in accordance with the Equalities Act 2010 and shall be applied fairly and consistently to all staff.

2.0 Work Styles

- 2.1 All Adur and Worthing staff are assigned one of the below 'work styles' deemed suitable for their role.

- 2.2 **Fixed Work-style** - The fixed worker will be one who works from a single office location. Staff will work from any desk designated for fixed workers unless they have an exceptional reason for staying at the same desk as agreed with their manager (i.e. specialist equipment that cannot be moved).
- 2.3 **Flexible Work-style** - A flexible worker will be one who works from a variety of locations in order to meet the obligations of the role in an efficient and effective manner. This flexible work style aims to reduce the amount of travel and its detrimental time and environmental impact. The locations of work may be any of the council's sites and are subject to appropriate risk/data security assessments, other locations agreed in advance, such as the worker's home or other designated Council building. Staff will be able to work from any desk designated for flexible workers specific areas will be available for flexible workers. Discussion between employees and their line manager may take place to ensure the needs of the service are being met.
- 2.4 **Mobile Work-style** - A mobile worker may be a member of staff who has to undertake on-site inspections and other field based work from any location to meet the obligations of the role in an efficient and effective manner using, where appropriate, portable technology to support the works. This includes those workers who are based at one of the Council locations, but do not require a desk. If a mobile worker is going to work at other locations, such as the worker's home or a designated Council hub, this should be agreed in advance with the line manager.

3.0 Changes to Work Styles

- 3.1 Flexible or mobile working arrangements may be suspended for short periods for operational reasons e.g. to cover staffing in the office or specific project.
- 3.2 Flexibility including the option to work from home will normally cease where:
- (a) Staff are receiving support for performance management.
 - (b) Staff that have a formal warning under the disciplinary procedure.
 - (c) Staff are receiving temporary close supervision in order to obtain data on work output .
 - (d) Where advice from Occupational Health indicates that home working is not appropriate.
 - (e) Where the needs of the service cannot be met through home working.
- 3.3 The Councils reserve the right, at any time, to reconsider the work-style under which a member of staff works, in line with the procedure available on the intranet.
- 3.4 A manager may also discuss and review arrangements for working from home where an individual's working pattern is having an adverse impact on other team members. This may include people coming into work for operational needs.

- 3.5 A pattern of work agreed by a manager can be as detailed or general as the manager determines, at their absolute discretion, to ensure that the needs of customers and the service are met as ensuring clarity for the member of staff.
- 3.6 For any formal requests to contractually change working patterns, please see the Flexible Working policy available on the intranet. Where a contractual arrangement applies and the work style requires reconsideration this will be undertaken in consultation with the individual.

4.0 ICT and other equipment

- 4.1 The Councils will ensure that staff are given the appropriate equipment, defined by the work-style and as necessary to ensure service delivery.
- 4.2 If a flexible or mobile worker is unable to access appropriate ICT systems from their place of work (if not in a Council office) they must communicate this position immediately to their line manager and work on something that does not require IT or come into the office/another location where they can access IT.
- 4.3 If faults arise on Council equipment when working at an external location, it is expected that the member of staff will bring the device to the IT Service Desk.
- 4.4 ICT policies apply to all workers, wherever they may be working. Staff members are expected to maintain the same standards of security of information, system security and security of equipment regardless of their location of work. This includes the Councils' policies on the Data Protection Act , GDPR and the Freedom of Information Act.
- 4.5 Flexible and mobile workers who transport equipment (e.g. laptops, mobile phones) should not, as far as practicable, leave this unattended in vehicles. This applies to sensitive paper records, which should only be taken from Council offices where required for work and should be kept secure and never left unattended. Confidential waste must be disposed of in the appropriate bags/bins at a Council building. For further information, see the Information Security Policy. (LINK)
- 4.6 The line manager will ensure that all equipment supplied is returned to the Councils when the member of staff leaves their employment or moves post, or at such other time as may be required by the Councils.
- 4.7 Working from home requires a working connection to the internet. If any member of staff does not have a suitable desk or chair at home, it will be up to the line manager to consider whether they are in a position to loan these items of furniture for the purposes of flexible or mobile working. If the manager is not in the position to loan the items required, the individual can choose to invest in the necessary equipment that will enable them to work from home or can choose to come into their designated office to work.

5.0 Working from home and care for dependants

- 5.1 Employees are trusted to work from home in an environment that is free from distraction. As such, individuals are not permitted to work from home whilst undertaking any child/dependant care or carer's responsibility which would prevent them from working at usual productivity.
- 5.2 Abuse of this rule will be dealt with under the disciplinary policy and procedure.
- 5.3 Managers may require their staff to confirm their dependant care arrangements where these apply.

6.0 Health and safety and risk assessment

- 6.1 Line managers have a responsibility to ensure that a health and safety risk assessment is undertaken for each member of staff in relation to the work-style, practices and location of their work.
- 6.2 A health and safety checklist is available on the intranet and must be completed by the line manager prior to an individual commencing working from home or at a non-council location.
- 6.3 Staff have a responsibility for implementing any actions identified in order to reduce/mitigate risks to make their work environment safe. The line manager should take reasonable actions to ensure the member of staff has implemented any actions identified.
- 6.4 Line managers should review health and safety on a regular basis and it should be discussed frequently during one to one meetings. Where there are concerns, appropriate advice should be sought. This may include staff being assessed by a trained workstation assessor/Occupational Health practitioner to outline specific equipment needed (e.g. special computer mouse, or a specific type of chair).
- 6.5 For any accidents that occur in the workplace (which includes the home or any temporary workplace if the accident is work related), the member of staff should report this to their manager. In these circumstances, the line manager should inform the Safety and Resilience team immediately and (if this was not done at the time of the injury) complete an Incident Report Form based on the information given.
- 6.6 Where staff are visiting clients/sites etc., the line manager and individual must ensure that an appropriate lone working risk assessment is undertaken and appropriate measures implemented in line with the Councils' Lone Working Policy.

7.0 The Office

- 7.1 It is important that teams are contactable during the hours that members of the public or a colleague could need to contact the team. The line manager will ensure appropriate cover in the office to ensure the needs of the service are met. Our Customer Contact Centre receives

telephone calls from customers between 0900 and 1700 Monday to Friday, so line managers will ensure that their teams log onto soft phones at the start of each day and that phone cover is maintained until 1700, including at lunchtimes. Line managers will also ensure that their teams provide and update phone numbers, including mobile numbers, in corporate telephone directories and that team hunt groups are updated whenever a change to the team occurs.

- 7.2 Each flexible/mobile worker will be allocated a designated building, which is deemed to be their place of work when not working from home or at other locations. Each team is allocated a 'zone' – an approximate area where team members can work together.
- 7.3 The Councils will provide staff with appropriate work stations and equipment at their designated buildings. This includes limited filing space in team zones. Managers are responsible for deciding what is stored in these units but it should typically be files and resources that are accessed regularly. The Councils have a Document Retention Policy that should be referred to when storing or archiving any papers.
- 7.4 When working in the designated building, the flexible/mobile worker will be required to use whichever convenient workstation is available. No worker has the right of exclusive use of a particular workstation apart from if a member of staff has been allocated a fixed workstation.
- 7.5 Workstations should be cleared before a worker leaves the office for any period in excess of three hours (including overnight) and materials should not be stored on the nearby floor, window sills or tops of cupboards as this could give the impression that a workstation is in use. Items left on workstations will be removed and/or disposed of. Workstation dividing screens should not be used to display materials; any materials attached to them may be removed and disposed of to enable effective hot desking.
- 7.6 All kitchens will be kitted out appropriately for staff use. As such, staff are not permitted to have personal kettles/microwaves/toasters/fridges/appliances in their zones.

8.0 Paper-light practices

- 8.1 It is expected that there is limited need for staff to work with paper documents. Printing should be minimised whenever possible and paper documents should be scanned and filed electronically as soon as possible.
- 8.2 Work related documents should not be stored in personal lockers. These documents should be stored electronically or filed in a prescribed location so that they are accessible by other members of staff if required.
- 8.3 No printing must be made in colour unless absolutely necessary and any printing of over 50 pages should be sent to Arun District Council as it is less expensive for the Councils and does not hamper other workers requiring the use of the printer/scanner.

9.0 Insurance and liability

- 9.1 Staff are covered by the Councils' insurance policy for employer's liability and personal accident in the same way whether they are office based staff or not.
- 9.2 Equipment supplied to flexible/mobile workers is covered by the Councils' insurance arrangements, providing it is used for work purposes only, and in line with the manufacturer's instructions.
- 9.3 It is the responsibility of those who work from home to contact their own insurance company, landlord and/or mortgage provider to advise that they will be working from home.
- 9.4 The Councils will not reimburse any increase in insurance premium, utility bills or the payment of Council Tax.

10.0 Ways of Working Charter

- 10.1 This charter outlines expectations of working. Underlying all these expectations is the principle of respect for colleagues, recognising the unique skills and qualities each and everyone brings to the organisation.

10.2 All staff agree to:

- Take care of their health, making sure they have completed a DSE workstation assessment.
- Be contactable on their phone and emails when working regardless of their place of work.
- Ensure their contact details are up-to-date on the staff directory and in their email signature, including mobile phone numbers where applicable.
- Keep calendars up-to-date with location and meeting details.
- Attend meetings, training and provide office cover where needed.
- Wear their ID card and ask to see another person's ID if they enter a secure area at the same time and are not wearing any identification.
- Record their hours of work (electronically where possible) and ensure their manager has access to their timesheet.
- Take action to mitigate any risks outlined in any Health & Safety or lone working assessments.
- Abide by information and equipment legislation, such as, but not limited to, the Data Protection Act 2018 / GDPR, Freedom of Information Act 2000, Article 8 of the Human Rights Act 1998, The Computer Misuse Act 1990, The Protection of Freedoms Act 2012 and The Regulation of Investigatory Powers Act 2000.
- Abide by IT and Information Governance policies and take all steps possible to ensure confidentiality regardless of where they work.
- Make use of the express meeting rooms to reduce office noise and not distract colleagues.
- Bring in any IT equipment to an Adur & Worthing building for it to be PAT tested annually.
- Report any accidents which take place during work time (regardless of location) to their manager.
- Not use mobile phones in a situation that could cause risk (i.e. when driving or walking).

- Not use mobile phones, when having sensitive work related phone calls, in locations where you may be overheard.
- Wherever possible, not leave any Council IT kit or paperwork in their car.
- Not personalise any space in their team zone.
- Treat their colleagues and workspace with respect - this means:
 - Not eating smelly food at their desk
 - Cleaning any desk/meeting room they use before leaving so it is tidy & clean for the next person
 - Ensuring they leave the kitchen tidy after using it (i.e. putting mugs in dishwasher/washing up)
 - Scanning large documents at quieter times of day to not block others from using the printer
- Support paper-light practices by printing as little as possible.
- Scan paper documents wherever possible to cut down on physical storage space needed.
- Recycle any paperwork no longer needed in the confidential recycling bins provided.
- Reduce printing expenses by always printing double-sided (in black and white where possible) and by sending any printing over 25 pages to Arun District Council.
- For any meeting over an hour, use a bookable meeting room, not an express meeting room where possible.
- Store any small specialist equipment in their personal locker when not using it.

10.3 Additionally managers agree to:

- Have one to one meetings at least quarterly with those they manage, regardless of working style. This is to check in with their well-being, discuss work issues and monitor performance towards objectives.
- Regardless of work location, give the team regular feedback and put in place ways of communicating with them (e.g. bulletins, team briefs, team meetings).
- Monitor the hours their team work to ensure they comply with working time regulations.
- Ensure health and safety and lone working assessments are done with all team members who are flexible or mobile workers.
- Ensure all their team have completed a DSE workstation assessment.
- Ensure IT kit is returned to the IT team when a member of staff leaves their team or the organisation ensuring that document ownership is correctly reallocated.
- Determine how filing space is allocated in their team zone and take responsibility for arranging regular 'clear out' days to reduce the amount of paper stored.
- Ensure staff complete all mandatory e-learning training.
- Determine and review working patterns and practices in the team with fairness.
- Ensure work styles and practices are used to enhance business performance.

Date agreed by Joint Staff Committee: 18th March 2019

Date policy formally adopted: 1st April 2019

Date for review: 3 years from formal adoption of policy (1st April 2020)

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Adur & Worthing Equality Impact Assessment (EIA) Template Trial - 2020/21

We want to trial the use of this template when it is appropriate, for example when making significant decisions that may impact disproportionately on certain protected communities. As part of our Good Service Standard we are also seeking to embed these equality impact assessment principles into everyday service planning and delivery. You may therefore only need to complete a template occasionally, but you should always be working to achieve its general principles and intended outcomes.

Our Equality Statement

Adur District and Worthing Borough Councils are committed to increasing inclusion and providing equality of opportunity in all our activities and to ensuring that discrimination does not occur. We will strive for a workforce that reflects the diversity of the local community in order that our services are provided appropriately and the Councils benefit from a wealth of experiences. The Councils will involve the wider community in our decision-making processes and use our influence to progress equality and inclusion issues in the Adur District and Worthing Borough.

To achieve our vision for inclusion and equality we will lead by example, we will listen to our communities and we will seek to work in collaboration with others. As part of this and as set out in Platforms of Our Places; Going Further plan, we will work to establish a platform that will aim to unlock the energy and unleash the power of people in the community to run and improve their own lives and the places they live. We will undertake this work with care, support and respect, recognising the reality of disadvantage and discrimination experienced by many communities.

Equality Impact Assessments (EIAs)

EIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then identify actions to support delivery towards our equality objectives and our statutory duties. The EIA process specifically aims to:

- Get the best outcomes for our staff and residents
- Analyse how all our work as councils might impact differently on different groups.
- Help us make good decisions and evidence how we have reached these decisions

EIAs are therefore a practical way in which we can achieve our Good Service standard, where we have pledged to improve our services and make them accessible to everyone. The EIA template we are trialling in 2020/21 is suitable for a number of settings, including policy development, organisation management and service redesign. The template is made up of a series of tables and numbered guidance notes to guide and support you through the approach. We will evaluate the use of the template towards the end of 2021.

Part 1. Equality Impact Assessment (EIA) Template

First, consider whether you need to complete an EIA. Is an EIA needed and is there another way to evidence assessment of impacts. See guidance note (1) on the legislative context and guidance note (2) on considerations when planning an EIA.

Title of EIA (3)	Trial - Blended Working Policy
Team/Department (4)	All services
Focus of EIA (5)	<p>The policy will apply to identified roles across the Council. The roles that it applies to will be identified by the individual HoS and Managers.</p> <p>The policy will allow the employee to work in a blended way between home and office. The employee must have an appropriate workstation and environment compliant with DSE guidance.</p>

2. Update on previous EIA and outcomes of previous actions

If there is no previous EIA, or EIA equivalent or this is an assessment of a new service, then simply write 'not applicable'.

What actions did you plan last time? (List them from the previous EIA)	What improved as a result? What outcomes have these actions achieved?	What <u>further</u> actions do you need to take? (add these to the Action plan below)
n/a		

3. Review of information, equality analysis and potential actions

In this section we consider the various protected characteristics groups from the Equality Act 2010 (6)

What do you know? (7) Summary of data about service-user / resident / and/or staff feedback.	What do people tell you? (8) Summary of service-user / resident / and/or staff feedback	What does this mean? (9) Impacts identified from data and feedback (actual and potential)	What can you do? (10) <ul style="list-style-type: none"> ● To advance equality of opportunity, ● To eliminate discrimination, and ● To foster good relations
Age¹	<p>Younger people may be less likely to have suitable home accommodation for office use (e.g. living with parents or in small flats)</p> <p>Younger people may have lower earning potential and not be able to afford suitable equipment to be a home worker.</p> <p>Older age group may not enjoy the isolation of</p>	<ul style="list-style-type: none"> ● Data Analysis completed of job roles not able to work from home (see attached appendix 1). Younger workforce not impacted by this change according to data ● Data Analysis completed of those people not wanting to work from home (see attached appendix 1) Only 6% of staff want 	<ul style="list-style-type: none"> ● Complete DSE assessments to see how many people 'cannot' work from home due to known suitable environments and review data. ● Equipment being provided for all relevant staff ● Partial equipment provided for those working at home on an 'occasional' basis ● Culture is being created to ensure that team collaboration still happens face to face. We want everyone to come into the office ● Training for managers on managing isolation, ensuring effective team meetings

¹ **Age:** People of all ages

	working from home. May also have more challenges with technology and remote meetings.	no home working. No areas for specific concern within this data.	<ul style="list-style-type: none"> • Appropriate training for remote workers on remote meetings, scheduling diaries
Disability²	<p>All work environments, whether home, office or other need to be safe, both for people with existing health conditions and prevent ill-health being exacerbated due to poor posture etc.</p> <p>Need to ensure that seating and desks are suitable for team members with musculo-skeletal issues and allow for bespoke furniture (desk and chair). Arriving at work and moving chairs around may not be feasible</p>	<ul style="list-style-type: none"> • Data analysis shows that there are 12 employee with disabilities known to the council • 2 Badge holders within the council • Consideration should be given to 'set desk areas' for those with disability specifically if they are in the office the majority of their working week. 	<ul style="list-style-type: none"> • Review prioritisation and implementation of recommendations from accessibility study (first site visit 02.06.21). • Survey underway (April 2021) to identify specific needs for each member of staff (to be completed by managers) • Roll out DSE self assessment process for office and home working, to be reviewed with line managers at 1-1s • Where required seek advice from the Councils' Health & Safety team or Occupational Health • Ensure that office layout designs are flexible to allow for additional space where required to suit • individual assessed needs - Accessibility Assessment being commissioned.

² **Disability:** A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. The definition includes: sensory impairments, impairments with fluctuating or recurring effects, progressive, organ specific, developmental, learning difficulties, mental health conditions and mental illnesses, produced by injury to the body or brain. Persons with cancer, multiple sclerosis or HIV infection are all now deemed to be disabled persons from the point of diagnosis.

	<p>The flexibility of being able to work from home or other locations will reduce travelling needs.</p> <p>The home environment is more likely to be already adapted for the individual staff member's particular needs, although not necessarily in terms of their work stations if they have not worked from home previously.</p> <p>The minimum office space standards may not be sufficient for wheelchair users or people who are visually impaired who may need more than the standard minimum.</p> <p>Individual staff may have specific needs which make the new way of working problematic for them (eg: people on the Autistic Spectrum who may have additional sensitivity to noise, or</p>		
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	people with mental health conditions affecting their attitudes to consistency or cleanliness).		
Race/Ethnicity	Some ethnic groups live in large family units which may reduce the space to enable them to work from home effectively	<ul style="list-style-type: none"> Only 31 employees do not wish to work from home. Currently no data to identify ethnicity impact but based on high numbers of those able to work from home. No concern in this area. 	<ul style="list-style-type: none"> Data analysis following DSE Assessment to see 'who cannot' work from home.
Gender reassignment³	Consideration should be given to ensuring cross functional team training. Teams may be separated when in the office, as may no longer be in 'teams' as worked previously.	<ul style="list-style-type: none"> Data not available 	<ul style="list-style-type: none"> Build into training cross functional training, expecting difference

³ **Gender Reassignment:** In the Act a transgender person is someone who proposes to, starts or has completed a process to change his or her gender. A person does not need to be under medical supervision to be protected

<p>Pregnancy and maternity⁴</p>	<p>The introduction of greater flexible working opportunities will give women who are pregnant more flexibility to work around medical appointments and potentially be able to work around any issues (i.e. morning sickness etc).</p> <p>Staff on maternity or paternity leave may feel left out of the process, or less well-informed about changes and plans.</p>	<ul style="list-style-type: none"> • TBC 	<ul style="list-style-type: none"> • New and expectant mother risk assessments that are carried out should ensure they reflect the relocation and changed working arrangements from the end of July and assess whether this raises any additional issues. • Managers must ensure that they keep staff on leave as well-informed as staff at work, using an agreed method of communication and arranging 'keep in touch' days (or similar) where appropriate.
<p>Religion or belief⁵</p>	<p>Flexible working will allow greater flexibility for religious observance.</p>	<ul style="list-style-type: none"> • Data not available 	<ul style="list-style-type: none"> • Identification of staff within faith groups most likely to need this service. • Identify the criteria required for suitable quiet rooms and make space available and publicise as appropriate

⁴ **Pregnancy and Maternity:** Protection is during pregnancy and any statutory maternity leave to which the woman is entitled.

⁵ **Religion and Belief:** Religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.

Sex/Gender⁶	Higher proportion of part-time staff are female and blended working may not be feasible if living in smaller accommodation (see Lone Parent)	<ul style="list-style-type: none"> • Data analysis completed see appendix 1. • No concern - higher number of male full time employees impacted for not working from home. • Only 18 Female part time employee impacted for not working from home due to their roles servicing the community 	<ul style="list-style-type: none"> • Continue to monitor in normal Management Information reporting • Reassess when DSE Assessments have been completed
Sexual orientation⁷	No impact identified	n/a	n/a
Marriage and civil partnership⁸	No impact identified	n/a	n/a

⁶ **Sex/Gender:** Both men and women are covered under the Act.

⁷ **Sexual Orientation:** The Act protects bisexual, gay, heterosexual and lesbian people

⁸ **Marriage and Civil Partnership:** Only in relation to due regard to the need to eliminate discrimination.

Community Cohesion⁹	No impact identified	n/a	n/a
Other relevant groups¹⁰	<i>See below</i>		
Carer/Parental responsibilities	<p>Home and flexible working may be beneficial for child care, carer and family commitments: flexible hours will be helpful for school runs and other appointments difficult to arrange outside of traditional working hours.</p> <p>Home environment should be free from unreasonable distractions when someone is working, meaning carers may not</p>	<ul style="list-style-type: none"> • No data available on the number of employees with carer or parental duties. 	<ul style="list-style-type: none"> • Training to be provided to managers on how to manage these situations to ensure fairness is applied.

⁹ **Community Cohesion:** What must happen in all communities to enable different groups of people to get on well together.

¹⁰ **Other relevant groups:** eg: Carers, people experiencing domestic and/or sexual violence, substance misusers, homeless people, looked after children, ex-armed forces personnel, people on the Autistic spectrum.

	<p>be able to fulfil their work and caring/childcare responsibilities.</p> <p>Permitting children to be at home whilst working when over the last 12 months has been allowed, it is now deemed unfair to change rules.</p>		
Home Workers	<ul style="list-style-type: none"> • Home working may increase feelings of isolation and / or increase the difficulties of “switching off” from work thereby having a negative effect on work/life balance. • Some posts may be unsuitable for home working even if this is the staff member’s preferred option. • There is likely to be a pay disparity, with lower grade roles less likely to be suitable for home working 	<p>No known incidents of this at this time</p>	<ul style="list-style-type: none"> • Appropriate training • Revisit/communicate expectations about no emails after hours/similar • Continue to monitor through management 1:1 and HR feedback based on sickness absence reporting

	compared to higher paid roles.		
Domestic abuse	<ul style="list-style-type: none"> Employees who are in domestic abuse relationships may be at greater risk working from home. 	<ul style="list-style-type: none"> No identified cases of this known to the council at this time 	<ul style="list-style-type: none"> Home working will not be mandatory and all employees will be able to work in the office. Publicise the e-learning available that shows how to spot possible signs of abuse in a home working environment. Amend it to train managers in how to have appropriate conversations with staff. Signposting information on the staff intranet HR to monitor through sickness absence reporting Domestic Abuse policy

4. List the data, information and/or community feedback that informed your EIA

Title (of data, research or engagement)	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)
Staff Survey - 70% of staff who answered survey wanted Blended working	June 2020 Jan 2021	Equalities data missing	Staff need to complete their equality data on Connect

Data Collection from Managers dated June 2021 - 70% of staff want blended working	May 2021	Ethnicity, Location, Hours of work	Add to future reports
Central HR Database report	End of May 2021	Ethnicity	Add equality data

EIA sign-off:

For the EIA to be final an email must be sent from the relevant people agreeing it or this section must be signed.

Staff member competing Equality Impact Assessment: Rebecca Mossman-Beckett	Date: 5/6/2021
Head of Service: Heidi Christmas	Date: 10/6/2021
Equality Lead: Amy Newnham	Date: 14/06/2021

EIA Guidance Notes

If this is your first EIA, take some time to read through the notes. If you have any questions please email:

equalitieschampions@adur-worthing.gov.uk

1. Our duties in the Equality Act 2010

As a public sector organisation, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people with 'protected characteristics' (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership). This applies to policies, services (including commissioned services), and our employees. The level of detail of this consideration will depend on what you are assessing, who it might affect, those groups' vulnerability, and how serious any potential impacts might be. We use this EIA template to complete this process and evidence our consideration. The following are the duties in the Act that we must give 'due regard' (pay conscious attention):

- **Avoid, reduce or minimise negative impact** (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).
- **Promote equality of opportunity**. This means the need to:
 - Remove or minimise disadvantages suffered by equality groups
 - Take steps to meet the needs of equality groups
 - Encourage equality groups to participate in public life or any other activity where participation is disproportionately low
 - Consider if there is a need to treat some people differently, including more favourable treatment where necessary
- **Foster good relations between people who share a protected characteristic and those who do not**. This means:
 - Tackle prejudice
 - Promote understanding

In addition the following principles, drawn from case law, explain when and how the above duty should be applied:

- **Knowledge:** In working for the councils and reviewing its activities staff must be aware of equalities duties and apply them appropriately to this work.
- **Timeliness:** The duty applies at the time of considering policy options and/or before a final decision is taken – not afterwards.
- **Real Consideration:** The duty must be an integral part of our decision-making and able therefore to influence the process.
- **Sufficient Information:** You must assess what information you have and what is needed to give proper consideration.
- **No delegation:** The councils are responsible for ensuring that any contracted services which provide services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
- **Review:** The equality duty is a continuing duty. It applies when a policy is developed/agreed, and when it is implemented/reviewed.
- **Proper Record Keeping:** To show that we have fulfilled our duties we must keep records of the process and the impacts identified. Properly used, an EIA can form a key part of this requirement.

2. Do you need to undertake an EIA?

An EIA may or maynot be necessary or appropriate:

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?
- How vulnerable are the people (potentially) affected?

If there are potential impacts on people but you decide not to complete an EIA it is important to document why.

When might you generally complete an EIA:

- When planning or developing a new service, policy or strategy
- When reviewing an existing service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the borough or district (eg: a change in population), or at a national level (eg: a change of legislation)

The EIA does not have to be on this template, but must be documented. Wherever possible, build the EIA approach into your usual planning/review processes. When planning your EIAs remember it should be proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved
- The numbers of people affected
- The size of the likely impact
- The vulnerability of the people affected

The greater the potential adverse impact of the proposed policy on a protected group (e.g. disabled people), the more vulnerable the group in the context being considered, the more thorough and demanding the process is required.

3. Title of EIA: This should clearly explain what service / policy / strategy / change you are assessing **4.**

Team/Department: Main team responsible for the policy, practice, service or function being assessed

5. Focus of EIA: A member of the public should have a good understanding of the policy or service and any proposals after reading this section. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA

6. Protected characteristics groups from the Equality Act 2010:

→ **Age:** People of all ages

- **Disability:** A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. The definition includes: sensory impairments, impairments with fluctuating or recurring effects, progressive, organ specific, developmental, learning difficulties, mental health conditions and mental illnesses, produced by injury to the body or brain. Persons with cancer, multiple sclerosis or HIV infection are all now deemed to be disabled persons from the point of diagnosis.
- **Gender Reassignment:** In the Act a transgender person is someone who proposes to, starts or has completed a process to change his or her gender. A person does not need to be under medical supervision to be protected.
- **Pregnancy and Maternity:** Protection is during pregnancy and any statutory maternity leave to which the woman is entitled.
- **Race/Ethnicity:** This includes ethnic or national origins, colour or nationality, and includes refugees and migrants, and Gypsies and Travellers. Refugees and migrants means people whose intention is to stay in the UK for at least twelve months (excluding visitors, short term students or tourists). This definition includes asylum seekers; voluntary and involuntary migrants; people who are undocumented; and the children of migrants, even if they were born in the UK.
- **Religion and Belief:** Religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.
- **Sex/Gender:** Both men and women are covered under the Act.
- **Sexual Orientation:** The Act protects bisexual, gay, heterosexual and lesbian people
- **Marriage and Civil Partnership:** Only in relation to due regard to the need to eliminate discrimination.
- **Community Cohesion:** What must happen in all communities to enable different groups of people to get on well together.
- **Other relevant groups:** eg: Carers, people experiencing domestic and/or sexual violence, substance misusers, homeless people, looked after children, ex-armed forces personnel, people on the Autistic spectrum etc
- **Cumulative Impact:** This is an impact that appears when you consider services or activities together. A change or activity in one area may create an impact somewhere else

7. What do you know (data and Information): Make sure you have enough data and information to inform your EIA.

- What data, relevant to the impact on protected groups of the policy/decision/service, is available? Consider local sources of data (eg: the JSNA, Local Insight) and national sources where they are relevant.
- What further evidence is needed and how can you get it? (e.g. further research or engagement with the affected groups).
- What do you already know about needs, access and outcomes? Focus on each of the protected characteristics in turn. Eg: who uses the service? Who doesn't and why? Are there differences in outcomes? Why?
- Have there been any important demographic changes or trends locally? What might they mean for the service or function?
- Does data/monitoring show that any policies or practices create particular problems or difficulties for any groups?
- Do any equality objectives already exist? What is current performance like against them?
- Is the service having a positive or negative effect on particular people in the community, or particular groups or communities?

8. What do people tell you (engagement):

You must seek to engage appropriately with those likely to be affected:

- What do people tell you about the services?
- Are there patterns or differences in what people from different groups tell you?
- What information or data will you need from communities?
- How should people be consulted? Consider:
 - ◆ consulting when proposals are still at a formative stage;
 - ◆ explain what is proposed and why, to allow intelligent consideration and response;
 - ◆ allow enough time for consultation;
 - ◆ make sure what people tell you is properly considered in the final decision.
- Try to consult in ways that ensure all perspectives can be considered.
- Identify any gaps in who has been consulted and identify ways to address this.

9. What does this information and feedback mean?

Your EIA should seek to understand the actual and potential impacts.

- The equality duty does not stop decisions or changes, but means we must conscientiously and deliberately confront the anticipated impacts on people.
- Be realistic: don't exaggerate speculative risks and negative impacts.
- Be detailed and specific so decision-makers have a concrete sense of potential effects. Instead of "the policy is likely to disadvantage older women", say if you can, how many or what percentage are likely to be affected, how, and to what extent. Questions to ask when assessing impacts depend on the context. Examples:
 - ◆ Are one or more protected groups affected differently and/or disadvantaged? How, and to what extent? ◆ Is there evidence of higher/lower uptake among different groups? Which, and to what extent?
 - ◆ If there are likely to be different impacts on different groups, is that consistent with the overall objective?
 - ◆ If there is negative differential impact, how can you minimise that while taking into account your overall aims
 - ◆ Do the effects amount to unlawful discrimination? If so the plan must be modified.
 - ◆ Does the proposal advance equality of opportunity and/or foster good relations? If not, could it?

10. What can you do?

Consider all three aims of the Act: removing barriers, and also identifying positive actions we can take.

- Where you have identified impacts you must state what actions will be taken to remove, reduce or avoid any negative impacts and maximise any positive impacts or advance equality of opportunity.
- Be specific and detailed and explain how far these actions are expected to improve the negative impacts. → If mitigating measures are contemplated, explain clearly what the measures are, and the extent to which they can be expected to reduce / remove the adverse effects identified.

11. Assessment of overall impacts and any further recommendations

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.
- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy.
- Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

Appendix 1 - Equality Impact Assessment

Disability

727 - Records = Employees

395 - No disability

352 - blank records - not known

12 - known with disabilities

Known with disability

8 Female

4 Male

8 Full time employees

4 Part time employees - all female

Age profile - of 12 Disability

4 - >30 but <40

4 - >40 but < 50

4 - > 50 but < 60

Other comments

1 - person with disability has ECU /female/AsiaN/Asian British/Chinese

2 known Blue Badge Holders

Profile 'role' NOT suitable to work from home

Overall

- 262 employees
- 47 Females
- 215 Male

Breakdown by Grade and Example Job titles

- Roles that are either very junior or are mainly 'outdoors' delivering a service have been identified as 'NON' home working
- Grades A1 - A8 impacted

Grade	Total No. Employees	F	M	Example Job titles
NMW2, 4	3	1	2	Placements
A1, A1/A2	6	0	6	Car Park Attendants, Street Sweeper
A2, A2/A3	55	4	51	Relief Driver Operative, Manual Sweeper, Kerbside Loader, Cleaner, Refuse/Recycling Loader Operative, Cleansing Driver/Operative, Cemetery Operative, Street Sweeper
A3, A3/A4	61	11	50	Cleansing Driver Operative, Sports Team Operative, Grounds Maintenance Operative, Markets Assistant, Cleaner, Cemetery Operative, Car Park Operative, Cleaner
A4, A4/A5	71	19	52	Porter/Security, Kerbside Driver,, Park Ranger, Crematorium Technician, Support Officer, Bereavement Services Support Office, Mechanic, Customer Services Advisor, Administrator, HGV Driver , Snr Cashier, Scheduling Assistan
A5/A5/6	45	8	37	Street outreach worker, Phase Leader, Grounds Maintenance Team Leader, Snr Porter, Community Referrer, Multi-trade Plumber, Project Officer, Head Ranger, HGV Mechanic, Maintenance Offer, Arboricultural Inspector

AP6, AP6/7	9	2	7	Coastal Warden, Chief Cashier, Facilities Assistant, Education and Compliance Officer
AP7, AP7/8	7	0	7	Snr Support Manager, Car Parks Operation Officer, Waste Supervisor, Snr Coastal Warden, Transport Manager, Compliance and Safety Officer, Operations Supervisor,
AP8	5	2	3	Assistant Building Services Manager, Snr Housing Officer, Assistant Parks and Foreshore Manager, Assistant Operations Manager
	262	47	215	

Age profile	Total	F	M
18-25	9	3	6
26 - 39	52	9	43
40 - 59	151	29	122
Over 60	50	6	44
Total	262	47	215

Full/Part time breakdown

Work Time	Total	F	M
Full Time	226	29	197
Part Time	36	18	18
	262	47	215

Profile of those choosing not to work from home

Age profile	Total	F	M
18-25	2	1	1
26 - 39	3	1	2
40 - 59	23	13	10
Over 60	3	3	0
Total	31	18	13

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ADUR & WORTHING
COUNCILS

Draft Policy

Blended Working Policy

1.0 Overview

- 1.1 This policy applies to all employees of Adur and Worthing Councils, it also applies to temporary workers, agency staff and contractors. It sets out the standards for working arrangements to benefit the Councils, their employees and customers. (Referred to hereafter as employees)
- 1.2 This policy has been developed from a position of trust acknowledging that all staff members work hard and our ways of working should support us in achieving the best outcomes for the residents of Adur and Worthing.
- 1.3 This policy should be interpreted in accordance with the Equalities Act 2010 and shall be applied fairly and consistently to all employees in roles identified as suitable for blended or home working.
- 1.4 The Councils promote a blended working approach and agree to an employee voluntarily working a proportion of their working hours from home, where their role is deemed by their manager as suitable. In some instances, where the role permits, the Councils may agree to an employee working 100% of their working hours at home.
- 1.5 Every job is different and therefore the Councils are unable to agree that all roles will have this level of flexibility.
- 1.6 This policy will be reviewed on an ongoing basis and it is anticipated to be reviewed after 12 months, notwithstanding exceptional circumstances. The Councils reserve the right to amend or remove this policy and return everyone to the office, following normal consultation processes.

2.0 Guiding Principles

2.1 The following guiding principles are how we want to work with our teams across the Councils:

- Our ways of working will ensure we provide the high quality service to our communities, e.g. in terms of service standards and accessibility (in line with Good Services)
- Our focus is on delivering the best outcomes
- The work environment needs to be conducive to carry out the role
- Our workforce is flexible in terms of work location and hours subject to service needs, agreed in Team Charters
- The office is the formal work location, unless otherwise agreed.
- To enable working from flexible locations, teams and individuals will proactively engage and communicate
- Staff may be required to change their work location to meet the requirements of their role, this may be at short notice in the case of an emergency or for business continuity reasons.
- All work environments need to be safe (including DSE, data security, personal security, infection control)

3.0 Definition of Blended Working

3.1 This is where an employee will work a proportion of their time in the office and a proportion of their time at home. Their work base location will remain as the office.

3.2 This will be a blended working approach, where the employee may agree with their line manager on a weekly basis. The days of the week and work pattern may vary and depend on the needs of the business.

3.3 The employee should attend the office at the request of the manager for meetings, team activity, general work days, training and to assist with coaching of other team members.

3.4 The role will be assessed by the manager and the job description/person spec updated to reflect the ability to work from home on an occasional basis.

4.0 Definition of Homeworkers

- 4.1 Where it is agreed that an employee may work home for 100% of their working week, their work base location will be 'home' and this will be reflected in their statement of terms and conditions of employment.
- 4.2 The employee may be required, at reasonable notice to the office at the request of the manager for meetings, team activity, general work days, training and to assist with coaching of other team members.
- 4.3 The role will be assessed by the manager and the job description/person spec updated to reflect the ability to work from home on a full time basis.

5.0 Roles and responsibilities

- 5.1 **Managers** will use the following to decide the level of blended working possible for the roles within their teams:

The role:

- The role and team has successfully worked from home during lockdown
- The quality of the teams work has not been affected by working remotely
- Level of service has been maintained through remote working during lockdown
- The team can be managed by outcomes
- The team is able to work together remotely and does not require day to day supervision
- The role does not have duties requiring it to attend an office ie. staffing reception, scanning, fixing equipment etc

The person:

- they have a suitable home working environment that meets the DSE workstation assessment requirements
- their organisational and time-management skills
- their ability to work without constant direct supervision
- their ability to cope with conflicting priorities work/homelife balance

5.2 **Manager Responsibility to**

- Work with the their employees and identify the roles that are able to work from home
- Manage their teams to ensure they meet their productivity targets and objectives

- Understand where their team is on a daily basis
- Have regular 1:1s with individuals (at least every six weeks) to discuss performance and wellbeing
- Hold regular team meetings and gather their team together in person when required
- Ensure the employee has the appropriate equipment to enable them to do their job effectively
- Ensure the job description is updated to reflect the blended working approach
- Regardless of work location, give the team regular feedback and put in place ways of communicating with them (e.g. bulletins, team briefs, team meetings).
- Monitor the hours their team work to ensure they comply with working time regulations.
- Ensure all their team have completed a DSE workstation assessment.
- Ensure IT kit is returned to the IT team when a member of staff leaves their team or the organisation ensuring that document ownership is correctly reallocated.
- Determine and review working patterns and practices in the team with fairness.
- Ensure work styles and practices are used to enhance business performance.

5.3 Employee Responsibility to

- Ensure their space when working from home is free from distractions where possible
- Ensure they have an appropriate place to work with the correct equipment and compliant with DSE workstation assessment requirements
- Attend the office as required by their manager and for any activity required to fulfil their job role (i.e. for training, meetings where they are requested to attend in person, to get support if there are any performance concerns raised, or to participate in team activities)
- Keep in touch with their line manager and their colleagues as they would in the office
- Meet any objectives and targets set
- Take care of their health, making sure they have completed an annual DSE workstation assessment if they are working from home
- Be contactable via phone or email, when working regardless of their place of work.
- Ensure their contact details are up-to-date on the staff directory and in their email signature, including mobile phone numbers where applicable.
- Keep calendars up-to-date with location and meeting details.
- Attend meetings, training and provide office cover where needed.
- Abide by data protection and GDPR, freedom of information and IT policies and take all steps possible to ensure confidentiality regardless of where they work.

6.0 Base Location

6.1 Blended Working

- 6.1.1 The work base location for blended working will be the employee's contractual work base.

- 6.1.2 Should the employee be required to attend the office at any time due to issues with equipment or technology the employee must be available to do so at reasonable notice.
- 6.1.3 Travelling time to and from the work base office to home location and vice versa, is not classed as working hours.
- 6.1.4 The employee will be able to claim travel expenses from where they are working on that day, please refer to the Staff Expenses & Reimbursements Policy.

6.2 Home Working

- 6.2.1 The work base location for a 'home worker' will be the employees' home address and this will be reflected in their contract.
- 6.2.2 The employee may be requested to attend meetings but reasonable notice must be provided.
- 6.2.3 Travelling time to and from their 'home base' to the office is classed as working hours and may be expensed, please refer to the Staff Expenses & Reimbursements Policy.

7.0 Hours of Work

- 7.1 The employee will work their contractual hours of employment. However, where the role permits the employee will not be subject to any fixed hours, and is free to perform their duties at work times to suit as long as they meet their required outcomes and deadlines and are available as per the job description.
- 7.2 The employee must keep their manager informed of their working pattern for the week and ensure that they are meeting their job description and fulfilling their statement of terms and conditions of employment.
- 7.3 The employee must comply with the Working Time Regulation Act 1998.

8.0 Equipment

- 8.1 All employees that work from home, for any part of their working hours, are expected to provide an appropriate office environment, with a suitable desk and chair in line with the DSE Workstation Assessment.
- 8.2 It is the Councils' policy to provide and maintain all equipment and materials necessary for you to work from home in line with the following equipment guideline below.

Item	Blended Worker	Homeworker
Laptop	Y	Y
Laptop Stand	DSE Assessment	DSE Assessment
Screen	Y	Y
2nd Screen	Role dependent	Role dependent
Keyboard	Y	Y
Wrist Rest	DSE Assessment	DSE Assessment
Mouse	Y	Y
Foot rest	DSE Assessment	DSE Assessment
Desk	Y - dependent on % of time worked	Y
Office Chair	Y - dependent on % of time worked	Y
Printer	N	Y - dependent on business need
Shredder	N	Y - dependent on business need
Lockable Cabinet	N	Y- dependent on business need
Laptop Rucksack/Bag	Y	Y
Trolley Bag	Role Dependent	Role Dependent

- 8.3 The Manager will discuss equipment with employees on an individual basis based on their job role, the number of days working from home and the completed DSE Assessment.
- 8.4 It is the employee's duty to ensure that proper care is taken of such equipment and materials as they remain the property of the Councils.
- 8.5 Should the employee not have the right equipment or environment, the manager may request that the employee returns to their main base in line with their contracted hours.
- 8.6 On termination of employment for any reason, the employee will be required to return all equipment that has been provided to their work base.
- 8.7 The employee will sign an inventory of items that will be maintained on their file.

9.0 DSE Workstation Assessments

- 9.1 Line managers have a responsibility to ensure that a health and safety risk assessment is undertaken for each employee in relation to the work-style, practices and location of their work.
- 9.2 Where employees are visiting clients/sites etc, the line manager and individual must ensure that an appropriate lone working risk assessment is undertaken and appropriate measures implemented in line with the Councils' Lone Working Policy.
- 9.3 The employee must complete an annual DSE workstation assessment for the home and the office. The employee is responsible for ensuring their workstation is in line with the provided guidelines and that they produce their equipment for annual PAT testing in line with the Councils' processes.
- 9.4 If the employee's home working environment does not meet the required DSE Workstation assessment standards they may be unable to work safely from home, and they will need to work in the office.
- 9.5 Employees have a responsibility for implementing any actions identified in order to reduce/mitigate risks to make their work environment safe. The line manager should take reasonable steps to ensure the employee has implemented any actions identified.
- 9.6 Line managers have a responsibility to ensure that their team members carry out a DSE Workstation assessment, on their home working setup and/or their office base.
- 9.7 Line managers should review health and safety on a regular basis and it should be discussed frequently during one to one meetings. Where there are concerns, appropriate advice should be sought. This may include employees being assessed by a trained workstation assessor to outline specific equipment needed (e.g. special computer mouse, or a specific type of chair).
- 9.8 For any accidents that occur in the workplace (which includes the home or any temporary workplace if the accident is work related), the employee should report this to their manager who will complete an accident book report as soon as reasonably practicable and in any case by the end of the current working day. In these circumstances, the line manager should inform the Safety and Resilience team immediately and (if this was not done at the time of the injury) complete an Incident Report Form based on the information given.

10.0 Security and Confidentiality

- 10.1 ICT policies apply to all employees, wherever they may be working. Employees are expected to maintain the same standards of security of information, system security and security of equipment regardless of their location of work. This includes the Councils' policies on the [Data Protection Act](#) , GDPR and the Freedom of Information Act.
- 10.2 Employees who transport equipment (e.g. laptops, mobile phones) should not, as far as practicable, leave this unattended in vehicles.
- 10.3 The employee must not allow members of their household or third parties to access or use any Councils equipment.
- 10.4 Employees who work from home are responsible for keeping all documents and information associated with the Councils secure and confidential at all times. This includes destroying confidential documents appropriately.
- 10.5 Employee's should not print documents off at home.
- 10.6 An employee should take the appropriate steps when dealing with confidential matters from home. Where possible, they should ensure they are working in a confidential work space and if taking a confidential call they should wear a headset to mitigate any risk of confidential information being overheard.

11.0 Working Environment

- 11.1 It's important that staff are able to concentrate on their work and maintain their productivity levels, and distractions kept to a minimum, ie. such as ensuring suitable arrangements for children and dependents is in place.
- 11.2 Should you require to take leave to look after your dependants more information is available in Section 7: Special Paid Leave within the Leave Policy.

12.0 Stationery and Sundries

- 12.1 The employee will be expected to order their stationery and sundries from their work location as per the normal procedures. The employee is permitted to take this stationery home for use for work purposes.

13.0 Home domestic bills

- 13.1 The employee will be expected to pay the costs of all their personal domestic bills. Costs towards household bills, such as gas, water and electricity will not be reimbursed.

14.0 Telephone and Internet Access

- 14.1 The employee will be expected to pay the costs of all personal telephone and internet connections into their home.
- 14.2 The employee should not use their personal mobile or phone line for business phone calls.

15.0 Insurance and liability

- 15.1 The employee is responsible for checking that all home and content insurance policies provide adequate cover for the fact they are working from home.
- 15.2 Employees are covered by the Councils' insurance policy for employer's liability and personal accident in the same way whether they are office based employees or not.
- 15.3 Equipment supplied to flexible/mobile workers is covered by the Councils' insurance arrangements, providing it is used for work purposes only, and in line with the manufacturer's instructions.
- 15.4 It is the responsibility of those who work from home to contact their own insurance company, landlord and/or mortgage provider to advise that they will be working from home.
- 15.5 The Councils will not reimburse any increase in insurance premium.

16.0 Work Deliverables

- 16.1 The employee will be measured on outcomes and will be monitored by their line manager. Should an employee complete their allocated workload prior to the end of the daily contracted hours, they must request more work.

17.0 Probation Period

- 17.1 Any employee who is starting a new role with the Councils may be required to attend the office for training purposes for an intensive period of time before shifting to blended working. This will be agreed with the employee prior to commencement in the role and may vary on a role to role basis.

18.0 Staying in touch

- 18.1 It is important for the employee to stay in contact with their team and manager on a regular basis.

- 18.2 The Councils will encourage all employees whether in blended working or home working to attend the office with their colleagues regularly for meetings, training or general work purposes.
- 18.3 Employees working in a blended work pattern, should at the request of their manager attend the workplace at short notice in the case of an emergency or for business continuity reasons. This will be role dependent.

19.0 Performance

- 19.1 The manager will have regular 1:1 meetings with their team members to ensure performance is to the required standard and is meeting the managers expectations. 1:1s are encouraged to happen in person whenever possible.
- 19.2 Should the employees' performance be affected in any way, the manager will commence the normal performance management process as detailed in the Performance Support Policy.
- 19.3 The manager has the right to request that the employee attends the office on a more regular basis during any period of performance management, to enable support and coaching. This may be up to 5 days a week or in line with the employee contractual working pattern.

20.0 Training and Development

- 20.1 Should an employee require support in their role, they must raise this with their line manager. This could happen as part of the regular 1:1 conversations that a member of staff has with their line manager

21.0 Disciplinary or Grievance

- 21.1 The Councils' normal disciplinary and grievance procedure will apply. Should you be required to attend a meeting in relation to either of these procedures you will be expected to attend the meeting at a Councils' premises.

22.0 Visits to the employees' home

- 22.1 Should the Councils have concerns relating to Health and Safety matters they may request an appointment to conduct an assessment at the employees home. Such appointments will be arranged at a mutually convenient time.

23.0 Dispute Resolution

- 23.1 Should there be a dispute between the employee and the manager, they should ideally try and resolve it between them informally. If this is not possible then this should be escalated in the first instance to the Head of Service for resolution.

23.2 Should the situation not be resolved within the as per 23.1, then HR should be contacted and then the normal grievance procedure must be followed.

24.0 Failure to comply with this policy

24.1 Failure to comply with any of this policy may result in the employee returning to the office full time and/or appropriate performance management/disciplinary processes being applied.

25.0 Policy Implementation & Monitoring

25.1 Responsibility for the implementation, monitoring and development of this policy lies with the Head of Human Resources and CLT.

25.2 Day to day operation of the policy is the responsibility of managers' who will ensure that this policy is adhered to.

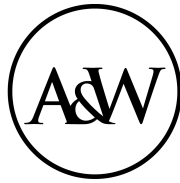
Date policy agreed with Unison:

Date agreed by Joint Staff Committee:

Date policy formally adopted:

Date for review: 1 year from formal adoption of policy (XXX)

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ADUR & WORTHING
COUNCILS

Joint Staff Committee
29 September 2021
Agenda Item 8

Key Decision: No

Ward(s) Affected:

Staff Expenses Policy

Report by the Director for Digital Sustainability and Resources

Executive Summary

1. Purpose

- 1.1 The report seeks approval of the Adur & Worthing Councils Staff Expenses and Reimbursements Policy and Procedure
- 1.2 This process and policy (if approved) will replace the current version.
- 1.3 The aim of the policy and procedure is to enable members and staff to be reimbursed for expenses, which they occur whilst on Council business and to

2. Recommendations

- 2.1 The Joint Staff Committee is recommended to approve the updated Staff Expenses and Reimbursements Policy and Procedure with immediate effect.
- 2.2 The Joint Staff Committee is asked to delegate authority to the Head of Human Resources (in consultation with the Chief Financial Officer and the Head of Legal Services, where relevant) in order to make minor and non-consequential amendments to the Policy at any time.

3. Context

- 3.1 The Staff Expenses and Reimbursements Policy and Procedure is updated annually, however as it has connections to the new Staff Travel Policy and the new Blended Working Policy it was decided that all three should be brought to the Joint Staff Committee.

3.2 The three policies are connected and are there together to enable a flexible working approach for the Councils staff that encourages a healthier work life balance, including incorporating active travel to, from and during working hours.

4. Issues for consideration

3.3 The main changes to the policy and procedure are:

- (i) The inclusion of the casual mileage rates claimable
- (ii) Removal of the different rate for journeys outside of Sussex
- (iii) The references to MyView now replaced with references to the new Connect system
- (iv) Clarity that an additional 5p can be claimed if they have a Council employee or member as a passenger in their car
- (v) The DBS section has been updated as the Councils no longer use the update service for members of staff
- (vi) The section on payment for landlines has been removed as this is no longer provided.

5. Engagement and Communication

5.1 Unison have been consulted with and they consulted with their members providing them with two weeks to provide any feedback.

5.2 Following that period of consultation Unison have formally agreed the policy and it will go to the Joint Officer Negotiating Group (JONG) on 17th November 2021.

6. Financial Implications

6.1 The cost of staff expenses is already included in the Council's budget. The proposed changes will not materially affect the cost to the Council of any expenses.

7. Legal Implications

7.1 This policy is not contractual and does not form part of the terms and conditions of employment.

7.2 Section 112 Local Government Act 1972 gives the Council the power to appoint staff on such terms and conditions as it considers appropriate.

Background Papers

- Proposed new Adur & Worthing Councils Staff Expenses & Reimbursement Policy and Procedure available at Appendix 1
- Adur & Worthing Councils Staff Expenses & Reimbursement Policy and Procedure dated 01.03.20 available at Appendix 2

Officer Contact Details:-

Heidi Christmas

Head of Human Resources

Worthing Town Hall

Direct Dialling No 01903 221183

Email:heidi.christmas@adur-worthing.gov.uk

Sustainability & Risk Assessment

1. Economic

Matter considered and no issues identified.

2. Social

2.1 Social Value

Matter considered and no issues identified.

2.2 Equality Issues

No equality issues or impact on access or participation as all staff and members can claim to be reimbursed for expenses that are incurred whilst on Council business and details in the policy

2.3 Community Safety Issues (Section 17)

Matter considered and no issues identified.

2.4 Human Rights Issues

Matter considered and no issues identified.

3. Environmental

This policy is connected to the Staff Travel Policy and encourages schemes that are conducive with the Councils' aims to tackle climate change and to protect our natural environment.

4. Governance

Positive impact due to the open and transparent approach to reimbursing staff and member costs.



ADUR & WORTHING
COUNCILS

STAFF EXPENSES & REIMBURSEMENTS POLICY & PROCEDURE

DATED: 01.03.2020

**DUE TO BE REVIEWED
MARCH 2021**

STAFF EXPENSES & REIMBURSEMENTS POLICY & PROCEDURE

This policy and procedure replaces all previous editions.

The Councils recognise that there will be occasions when you will incur expenses over and above your normal daily expenses, whilst working on Council business. This policy and procedure sets out the range and level of expenses that are considered to be acceptable to claim for. Any expense incurred will have to satisfy HM Revenue & Customs (HMRC) regulations in order to be free of tax and national insurance liability. Providing expenses are wholly and necessarily incurred whilst undertaking your work and you provide a receipt (showing the Company's registered VAT number) this will satisfy the regulations.

This policy is for your guidance and is applicable to both Members and Staff on the procedures relating to the claiming of expenses and should be strictly adhered to.

This policy should be read in conjunction with the Learning and Development Policy.
<http://awintranet/my-job-and-me/policies-and-procedures/hr/learning-and-development-policy/>

Failure to comply with the requirements of the policy may result in expenses not being reimbursed. Any claim found to be fraudulent will result in disciplinary action.

In order to comply with HMRC guidelines on PAYE compliance and reporting, all staff expenses will now be paid via the payroll.

Payment of expenses will be paid on the next available payroll after your authorised claim has been received and will be included with your salary payment by BACS.

Please note that Petty Cash should only be used to reimburse for items relating to office expenses and catering expenses where non-Council representatives are present.

Typically expenses to be reimbursed via the payroll will include accommodation, travel, & subsistence. This list is not exhaustive and full details are listed below.

The Councils shall not accept any responsibility for personal fines or charges for illegal parking and accordingly will not reimburse any employee for such fines or charges.

For re-imbusement of expenses, excluding mileage, employees are required to complete the claim form located on the e-business section. All claims must be submitted on a monthly basis.

The authorised paper claim together with the receipts stapled to the claim must be forwarded in a timely manner to the Corporate Finance team located on the ground floor of the Town Hall.

Payment will not be made for incomplete claims such as those that have not been signed, authorised or the receipts are not attached.

Any late claims will be passed to the Section 151 Officer and may be refused payment.

CLAIMS THAT WILL NOT BE PROCESSED THROUGH PAYROLL

Items up to the value of £50.00 that have been purchased by cash or debit card with regard to office and catering expenses (not personal) may be reimbursed through the cash office. A 'Petty Cash' form will need to be completed and the receipts attached.

Items that are over the value of £50.00 that have been purchased by cash, debit card or credit card with regard to office and catering expenses must be claimed through the creditor system. Any enquires should be directed to the Creditors Team. A 'TECH1 Finance Payment Request' form will need to be completed and the receipts attached.

MULTIPLE RECEIPT

An employee may only claim for their own expenditure and not another member of staff.

RAIL STRIKES

During rail strikes the Council will not ordinarily pay for hotels and taxis unless there is a business case for the employee to attend, which is likely to be for training and conference meetings that cannot be re-arranged.

Employees should check with other colleagues to see if they can car-share or with permission from your EHOS contact Business Services to arrange the hire of a car.

Attendance at a local meeting that has to be attended (e.g. members meetings) and which will incur additional costs such as hotels and taxis must be authorised by the employees Director prior to the booking being made.

ACCOMMODATION UK

In order for the Councils to be able to reclaim the VAT please ensure that:

Where overnight accommodation is required this should be booked in advance and arrangements made for the Hotel to submit an invoice to ADC or WBC (depending on which Council pays your salary) for payment

Where a hotel cannot invoice, you should ask your administrator to pay by the Councils credit card. If your team have not been supplied with a Council credit card then please contact the corporate finance team on ext 1239 who can arrange payment for you.

ACCOMMODATION UK

If due to a late requirement for you to attend training or a meeting you are unable to follow the procedures above, then you may pay the hotel direct and submit a claim with the receipt for payment.

Where due to travel arrangements and start times an employee requires overnight accommodation in relation to their work or training then the cost of obtaining that accommodation should be reasonable. As a benchmark, it is considered acceptable for staff to acquire 2 or 3 star accommodation with en-suite facilities whenever possible.

It is however, recognised that this may not always be possible and the ultimate choice of accommodation may reflect other incidental factors such as location, time of year, the availability (or not) of alternative accommodation. As no minimum or maximum reimbursement limits are stipulated if there is any doubt over the acceptability of the proposed accommodation then the member of staff must consult and obtain approval from their line manager or EHOS prior to the booking being made.

AIR FARE

In exceptional circumstances the cheapest and time saving route may be by taking a flight to your destination. Prior agreement to this form of travel must be with your EHOS.

Payment should be by the Councils credit card. If your team have not been supplied with a Council credit card then please contact the corporate finance team on ext 1239 who can arrange payment for you.

If due to time constraints this is not an option then you may pay for the flight direct and submit a claim with the receipt for payment.

BUS

If travelling by rail you may need to incur a bus journey to your destination. Your bus ticket should be retained and may be used as the receipt.

If you are travelling to London you will need to obtain a travel card – see rail travel

CAR TRAVEL

From the 18th November 2013 the Councils are operating a new car pool service called 'Carshare'

CAR TRAVEL

If you require a car and your expectation is that this will be for 8 hours or more then please read the notes on 'Hire Car'

Prior to travel please read the following:-

- Car pool guidelines
- Enterprise Carshare User Guide
- Enterprise Carshare 3 step guide

These are located on the intranet under <http://awintranet/my-job-and-me/travel/pool-cars>

Before commencing your journey you must check that your car insurance includes you travelling for work on your own or your employers business.

Any casual mileage claims must be the shortest journey to the destination.

Casual mileage will be paid at the agreed Local rate at the time the journey took place.

Those using their car of journeys that are out-side of the Sussex borders will be paid at a Local rate of 0.234 per mile for the complete journey.

All mileage claims must be submitted monthly using the MyView mileage claim form, those who do not have access to MyView will need to complete the e-business mileage claim form.

Each journey will be recorded using the natural rounding of system of:

0 to 0.4 = rounded down

0.5 to 0.9 = rounded up.

If the passenger is a Council employee or Member then the driver may include a claim to the value of 5 pence per mile.

It is expected that colleagues attending the same conference, meeting or training session will travel together and not make separate claims unless there are extenuating circumstances that have already been agreed with their EHOS prior to the travel taking place.

CAR TRAVEL

For HMRC purposes under self assessment you are required to keep a copy of any mileage claims to verify any payments in any fiscal year. HMRC specifies the minimum information necessary to be kept in a log form:-

Date of Journey:

Specific Journey details (i.e. point of origin/destination) :

Total Business Miles Travelled:

Mileage Allowances Received:

Please note you may, on occasions, be required to submit documentation to the Councils External or Internal Auditors for verification.

In order that payment can be made to you, please let Payroll have a copy of the following documents:-

- Your paper driving licence
- Your driving licence photo-card if held or a written statement confirming not held
- A copy of your car registration document (V5) page 2
- The MOT certificate, if applicable
- Valid car insurance certificate – including business use

It is the employee's responsibility to provide payroll with copy documentation of insurance, MOT & driving licence photo-card on the date of renewal. Failure to provide this may delay in your claim being paid.

If this is simply a true one off journey and you are not covered under your own car insurance then you may ask the Councils Insurance team to cover you in this instance. Prior to the journey, you will need to email Chris Mann with your car registration details, car cc and the date and place of your journey.

FUEL – POOL CARS

If you have to refuel your pool car at petrol station other than the designated station then please ensure that when you make your expenses claim through payroll that you include the actual receipt for the fuel which shows the VAT amount and registered office and not your credit card authorisation slip.

MEMBERS CAR JOURNEYS

Any car journeys from home to the Town Hall for any meetings will be taxed in accordance with HMRC rules.

CAR PARKING

Off Street - this includes multi storey or company car parks and on street.

The car parking ticket is to be used as the receipt.

This only applies to staff on Council business.

It does not apply to staff working from any council offices.

DISCLOSURE AND BARRING SERVICE (DBS)

This replaces the CRB checks.

The Disclosure and Barring Service helps employers make safer recruitment decisions. It also prevents unsuitable people from working with vulnerable groups, including children, through its criminal record checking and barring functions.

Human Resources will have established with departments which posts require a DBS check prior to employment commencing.

Candidates will be advised by Human Resources to log onto the site.

The employee having registered and paid the £13.00 fee will need to advise Human Resources of the application number.

The employee must take a print out showing that registration has taken place and the fee paid.

When employment with the Council has been confirmed, an expenses claim form can be completed , the print out attached so that reimbursement can be made through payroll.

When renewal notice received, first check with H.R. before paying for a new DBS Certificate. In certain circumstances HR have decided that a DBS certification can have a longer valid date.

FERRY

Ferry crossings should be booked using the Councils credit card. If your team has not been supplied with a Council credit card then please contact Corporate Finance team on ext 1239 who can arrange the booking and payment for you.

If due to time constraints this is not an option then you may pay for the ferry direct and submit a claim with the receipt.

INDEMNITY NOTICE

Whether you are claiming or not claiming mileage payments, the Council will not be held responsible in any matter or claims for any incidents or accidents whilst an employee is on Council business, unless they are driving a Council owned vehicle.

WORK BASE RELOCATIONS

These are administered by HR

EYE TESTS AND APPLIANCES

An eye test is a requirement for all new employees, and payment will not be reimbursed.

Existing employees are entitled to a sight test every 2 years and you may apply for a voucher by completing the eform on the intranet which when authorised will entitle you to an eye sight test to the value of £25.00 at Specsavers.

HIRE CARS

If you do not own your own car or do not have use of a car, but due to travelling restrictions it would be helpful for you to do so to attend a meeting or conference, then providing you have permission from your EHOS you may contact the Business Service Manager with plenty of notice to arrange the hire of a car. You will of course need to provide your driving licence. Age restrictions may apply.

INTERVIEW EXPENSES

Reimbursement to job candidates has ceased from April, 2013.

PROFESSIONAL SUBSCRIPTIONS – JOB TITLES

See Learning and Development Policy.

<http://awintranet/my-job-and-me/policies-and-procedures/hr/learning-and-development-policy/>

Payment will only be made where the subscription is a necessary requirement of your job or where it is a legal requirement for your job and is a "statutory requirement". The Executive Head of Services will seek approval from the Chief Executive and Strategic Directors.

Payment of professional fees in other cases "Non-statutory" has been phased out after 2 years commencing from 1st April, 2011.

For staff who are undergoing an approved qualification course for which membership to a professional body is a pre-requisite for attending the course.

Professional Subscription Loan:

For those members of staff who are affiliated to a professional institute and are required to make annual subscriptions where no monthly instalment plan a staff loan is available. Please contact the Payroll Team.

RAIL TRAVEL

It is expected that where possible journey should be by rail travel at the standard rail fare. In most cases travel details are known in advance and an employee should apply for a rail travel request form by completing the eform on the intranet located at <http://awintranet/my-job-and-me/travel/rail-travel/rail-travel/>

At least 48 hours' notice is required, but in exceptional circumstances may be obtained after this. Contact your issuing officer to confirm and/or the Business Support team. Full details on how to use the virtual credit card at the train stations machine will be included with the virtual credit card which will be sent to you by email.

It is accepted that in a few circumstances that due to unforeseen reasons e.g. travel disruptions due to adverse weather conditions that travel may not take place. In these circumstance the virtual credit card (or ticket if already obtained) should be returned to The Business Support team.

RAIL TRAVEL

Travel to London. You should be specific if this is to London Bridge, London Victoria, or London all stations.

Please note: If you require use of the underground or bus service you will need to advise this on your request form so that this is included.

The London zones are divided into 6 areas, check which one you need by looking on the Internet under London Zone maps.

In exceptional cases only where you may have purchased your ticket direct you may complete a claim form and enclose your receipt/ticket for repayment.

REFRESHMENTS AND MEALS

Allowance may be claimed in circumstances where an additional personal expenditure for meals or refreshments is incurred on account of an employee being away from their home or normal place of work, and providing this is not part of a structured training course then you may claim for drinks and light meals that you could not be expected to provide whilst you are attending a meeting or conference.

The amounts that may be claimed are those shown on the National Joint Council for Local Government Services and the present subsistence rates are located on the HR Intranet site.

The rates shown are the maximum claimable

Where the actual expenses incurred are less than the subsistence rates then the actual amount paid will be the amount that must be reclaimed.

Tips are at your own discretion and must not be included on the receipt, although it is appreciated that a service charge may be automatically charged by the vendor and provided this is shown on the receipt this item will be reimbursed.

Receipts are required in all instances, with the exception of the 'out of pocket' expenses paid to those who are on an overnight stay.

Due to end of year requirements for PAYE reporting, claims must be made individually by each person and in respect of their own additional expenses. Therefore, expenses must not be paid for and reclaimed by one person on behalf of others.

RELOCATION AND REMOVAL EXPENSES

The Councils have agreed that new employees from 1st January 2012 will no longer be eligible to apply for this when accepting a job.

ROAD TOLLS

Some journeys by car may involve using a road toll. In most cases receipts cannot be obtained and your claim should clearly show the start and destination of your journey.

TAXIS

If travelling by rail you may need to incur a taxi journey to your destination. A receipt should be obtained from the taxi driver.

Tips are at your own discretion and must not be included on the receipt.

Under HMRC rules an employer may reimburse an employee on occasions due to late night working (after 9pm) due to public transport stopping or other unforeseen circumstances. This will apply mainly to the Theatres section.

TELEPHONE – land line

Employees required to have a land line telephone will be reimbursed by an allowance through payroll at the monthly rate of £13.50. As this payment is an allowance and not a reimbursement it is both taxable and subject to national insurance. Employee's eligibility and the payment rate will be reviewed annually by the EHOS with Human Resources.

TELEPHONE – mobile

Employees required to have a mobile phone to carry out their duty for the Council will be supplied with a mobile phone by Business Services and should read the policy in respect of this. <http://awintranet/ict/phones/smartphones/about-your-smartphone/>

Payment in respect of vouchers for pay as you go phones for a personal mobile phone will not be paid to any employee.

UNIFORM

If you are required to wear a uniform for your job this will be shown in your contract of employment.

In order to comply with HMRC regulations on taxation and VAT requirements all items must be purchased direct by the Council and not by the employee.

Purchases must be made either by a Purchase Order or a Council credit card. If your Team have not been supplied with a Council credit card then please contact the Corporate Finance team on ext 1239, who can arrange payment for you.

Therefore any items purchased by an employee will not be reimbursed.

A 'uniform' means that it is expected that all Team items will be similar e.g. a cardigan and will be purchased from the same supplier, although it is expected each Team may have their own style or colour.

To ensure that the clothing is not treated as a benefit in kind by HMRC all items must have **a permanent Council logo embedded before being distributed to staff.** Broadwater Sports holds some logos for the Council.

Special exemptions re logos apply to health and safety clothing and footwear (safety toe capped boots and shoes)

Any safety boot or shoe **MUST** be purchased direct by a Purchase Order or Council Credit card. For a one of purchase try Screwfix – for several then check out <https://www.smigroupuk.com/> which the Council use as a supplier.

Shoes and trainers should not be purchased as part of the staff uniform.

Staff whose main workplace is 'outside' may be entitled to a Waterproof coat which must be fit for purpose in respect of the employee's job, and again this must clearly show the Council's logo. A guideline price is to the value is £75.00.

All items supplied to staff as uniform must be returned to their team administrator on them leaving the Council's employment.

STAFF EXPENSES & REIMBURSEMENTS POLICY & PROCEDURE

DRY CLEANING

The Council is not responsible for cleaning of staff uniforms.

However, where specialist cleaning is required due to health & safety issues such as clothing worn at the crematorium, arrangements for cleaning and payment must be made direct with the Council and not the employee.

MEMBERS' CLOTHING

Any items purchased from Council funds for the Adur Chair or Worthing Mayor that constitutes "ordinary" clothing (non-ceremonial) will be taxed in accordance with HMRC rules at the time it is put through payroll.

VOLUNTEER PAYMENTS

A special arrangement has been made for certain staff who volunteer at the Council's Leisure centres in agreement with the EHOS for Legal (as agreed at the HRWG 24/12/12).

Payment will only be made on the receipt of an invoice addressed to the Council to ensure that the council are not liable for any tax & national insurance contributions.

- a) Volunteers will be entitled to travel expenses when travelling on Council business, and subsistence allowance when agreed in advance by their EHOS but may not receive payment for any other reason except in accordance with (b & c) below. Volunteers will have to submit invoices based upon the current rate of casual user allowance for mileage.
- b) A volunteer who is involved in organising groups of volunteers may claim expenses for postage, telephone calls, print paper and similar items used in relation to that role. The volunteer will have to submit an invoice to the Council on a monthly basis.
- c) If a volunteer is using their own motor vehicle on Council business they must have appropriate business insurance, valid driving licence and MOT

TAX, NATIONAL INSURANCE AND PENSION CONTRIBUTIONS

All claims will be reimbursed gross providing that the receipts are provided, with the exception of out of pocket expenses for overnight stays.

Please note that claims without receipts will be treated as round sum allowances and will be subject to tax deductions as per HMRC guidelines.

As the payment is in respect of a reimbursement it will not be subject to national insurance & pension deductions.

COMPLETING YOUR EXPENSE CLAIM

An expenses claim form is located on the intranet under "E" for Expenses see:

<http://awintranet/our-organisation/services/finance-and-audit/forms/staff-expenses-and-reimbursements/>

Please complete the form fully using the explanatory notes located with the form.

Click on the staff expenses form

When your claim is complete you may save a copy into a folder for your personal record.

In order to meet HMRC and Auditing requirements the form **must be printed off** and cannot be authorised online.

Having printed off the completed form, securely staple the receipts to the completed form.

The completed form and the receipts should be passed to your Authorising Manager for checking and signing.

The completed form and the receipts should be forwarded to the Corporate Finance office for inclusion on the next available payroll.

Any queries regarding payment should be addressed to the Payroll Team.

Amended: NJH 05/12/12: NJH 16/01/13: NJH 31/01/13: NJH 14/02/13: NJH 09/01/15
NJH 01/03/17: NS 07/09/17: NJH 2/3/2020:

First Edition Published April 2013
Second Edition Published April 2014
Third Edition Published January 2015
Fourth Edition Published March 2017
Fifth Edition Published Sept 2017
Sixth edition published March 2020



ADUR & WORTHING
COUNCILS

Staff Expenses & Reimbursements Policy and Procedure

Dated: 10th September 2021
To be reviewed: March 2022

STAFF EXPENSES & REIMBURSEMENTS POLICY & PROCEDURE

This policy and procedure replaces all previous editions.

The Councils recognise that there will be occasions when you will incur expenses over and above your normal daily expenses, whilst working on Council business. This policy and procedure sets out the range and level of expenses that are considered to be acceptable to claim for. Any expense incurred will have to satisfy HM Revenue & Customs (HMRC) regulations in order to be free of tax and national insurance liability. Providing expenses are wholly and necessarily incurred whilst undertaking your work and you provide a receipt (showing the Company's registered VAT number) this will satisfy the regulations.

This policy is for your guidance and is applicable to both Members and Staff on the procedures relating to the claiming of expenses and should be strictly adhered to.

This policy should be read in conjunction with the Learning and Development Policy.
<http://awintranet/my-job-and-me/policies-and-procedures/hr/learning-and-development-policy/>

Failure to comply with the requirements of the policy may result in expenses not being reimbursed. Any claim found to be fraudulent will result in disciplinary action.

In order to comply with HMRC guidelines on PAYE compliance and reporting, all staff expenses will be paid via the payroll.

Payment of expenses will be paid on the next available payroll after your authorised claim has been received and will be included with your salary payment by BACS.

Please note that Petty Cash should only be used to reimburse for items relating to office expenses and catering expenses where non-Council representatives are present.

Typically expenses to be reimbursed via the payroll will include accommodation, travel, & subsistence. This list is not exhaustive and full details are listed below.

The Councils shall not accept any responsibility for personal fines or charges for illegal parking and accordingly will not reimburse any employee for such fines or charges.

For reimbursement of expenses, excluding mileage, employees are required to complete the claim form located on Connect. All claims must be submitted on a monthly basis.

The authorised paper claim together with the receipts stapled to the claim must be forwarded in a timely manner to the Corporate Finance team located on the ground floor of the Town Hall.

Payment will not be made for incomplete claims such as those that have not been signed, authorised or the receipts are not attached.

Any late claims will be passed to the Section 151 Officer and may be refused payment.

CLAIMS THAT WILL NOT BE PROCESSED THROUGH PAYROLL

Items up to the value of £50.00 that have been purchased by cash or debit card with regard to office and catering expenses (not personal) may be reimbursed through the cash office. A 'Petty Cash' form will need to be completed and the receipts attached.

Items that are over the value of £50.00 that have been purchased by cash, debit card or credit card with regard to office and catering expenses must be claimed through the creditor system. Any enquires should be directed to the Creditors Team. A 'TECH1 Finance Payment Request' form will need to be completed and the receipts attached.

MULTIPLE RECEIPT

An employee may only claim for their own expenditure and not another member of staff.

RAIL STRIKES

During rail strikes the Council will not ordinarily pay for hotels and taxis unless there is a business case for the employee to attend, which is likely to be for training and conference meetings that cannot be re-arranged.

Employees should check with other colleagues to see if they can car-share or with permission from your HOS contact Business Services to arrange the hire of a car.

Attendance at a local meeting that has to be attended (e.g. members meetings) and which will incur additional costs such as hotels and taxis must be authorised by the employee's Director prior to the booking being made.

ACCOMMODATION UK

In order for the Councils to be able to reclaim the VAT please ensure that:

Where overnight accommodation is required this should be booked in advance and arrangements made for the Hotel to submit an invoice to ADC or WBC (depending on which Council pays your salary) for payment.

Where a hotel cannot invoice, you should ask your administrator to pay by the Councils' credit card. If your team has not been supplied with a Council credit card then please contact the Corporate Finance team on ext 1239 who can arrange payment for you.

ACCOMMODATION UK

If due to a late requirement for you to attend training or a meeting you are unable to follow the procedures above, then you may pay the hotel direct and submit a claim with **135**

the receipt for payment.

Where due to travel arrangements and start times an employee requires overnight accommodation in relation to their work or training then the cost of obtaining that accommodation should be reasonable. As a benchmark, it is considered acceptable for staff to acquire 2 or 3 star accommodation with en-suite facilities whenever possible.

It is however, recognised that this may not always be possible and the ultimate choice of accommodation may reflect other incidental factors such as location, time of year, the availability (or not) of alternative accommodation. As no minimum or maximum reimbursement limits are stipulated if there is any doubt over the acceptability of the proposed accommodation then the member of staff must consult and obtain approval from their line manager or Head of Service (HOS) prior to the booking being made.

AIR FARE

In exceptional circumstances the cheapest and time saving route may be by taking a flight to your destination. Prior agreement for this form of travel must be with your Head of Service.

Payment should be by the Councils' credit card. If your team has not been supplied with a Council credit card then please contact the Corporate Finance team on ext 1239 who can arrange payment for you.

If due to time constraints this is not an option then you may pay for the flight direct and submit a claim with the receipt for payment.

BUS

If travelling by rail you may need to incur a bus journey to your destination. Your bus ticket should be retained and may be used as the receipt.

If you are travelling to London you will need to obtain a travel card – see rail travel

CAR TRAVEL

From the 18th November 2013 the Councils have been operating a new car pool service.

If you require a car and your expectation is that this will be for 8 hours or more then please read the notes on 'Hire Car'

Prior to travel please read the following:-

These are located on the intranet under <http://awintranet/my-job-and-me/travel/pool-cars>

Before commencing your journey you must check that your car insurance includes you travelling for work on your own or your employer's business.

Any casual mileage claims must be the shortest journey to the destination.

Casual mileage rates

- Cars and vans - 45p per mile
- Electric vehicles - 4p per mile
- Motorcycles - 24p per mile
- Bicycles - 20p per mile
- Car sharing - additional 5p per passenger per mile (as per below)

If the passenger is a Council employee or Member then the driver may include a claim to the value of an additional 5 pence per mile.

All mileage claims must be submitted monthly using Connect.

Each journey will be recorded using the natural rounding of system of:

0 to 0.4 = rounded down

0.5 to 0.9 = rounded up.

It is expected that colleagues attending the same conference, meeting or training session will travel together and not make separate claims unless there are extenuating circumstances that have already been agreed with their Head of Service prior to the travel

CAR TRAVEL

For HMRC purposes under self assessment you are required to keep a copy of any mileage claims to verify any payments in any fiscal year. HMRC specifies the minimum information necessary to be kept in a log form:-

Date of Journey:

Specific Journey details (i.e. point of origin/destination) :

Total Business Miles Travelled:

Mileage Allowances Received:

Please note you may, on occasions, be required to submit documentation to the Councils External or Internal Auditors for verification.

In order that payment can be made to you, please let Payroll have a copy of the following documents:-

- 🚗 Your paper driving licence
- 🚗 Your driving licence photo-card if held or a written statement confirming not held
- 🚗 A copy of your car registration document (V5) page 2
- 🚗 The MOT certificate, if applicable
- 🚗 Valid car insurance certificate – including business use

It is the employee's responsibility to provide payroll with copy documentation of insurance, MOT & driving licence photo-card on the date of renewal. Failure to provide this may delay your claim being paid.

If this is simply a true one off journey and you are not covered under your own car insurance then you may ask the Councils Insurance team to cover you in this instance. Prior to the journey, you will need to email Chris Mann with your car registration details, car cc and the date and place of your journey.

FUEL – POOL CARS

If you have to refuel your pool car at a petrol station other than the designated station then please ensure that when you make your expenses claim through payroll that you include the actual receipt for the fuel, which shows the VAT amount and registered office and not your credit card authorisation slip.

MEMBERS CAR JOURNEYS

Any car journeys from home to the Town Hall for any meetings will be taxed in accordance with HMRC rules.

CAR PARKING

Off Street - this includes multi storey or company car parks and on street.

The car parking ticket is to be used as the receipt.

This only applies to staff on Council business.

It does not apply to staff working from any council offices.

DISCLOSURE AND BARRING SERVICE (DBS)

This replaces the old CRB checks.

also prevents unsuitable people from working with vulnerable groups, including children, through its criminal record checking and barring functions.

Human Resources will have established with departments, where posts require a DBS check prior to employment commencing.

When applicants need to get a basic DBS certificate before commencing employment with the Councils once employment with the Councils has been confirmed, an expenses claim form can be completed, and they will be reimbursed for the cost of the DBS certificate

FERRY

Ferry crossings should be booked using the Councils' credit card. If your team has not been supplied with a Council credit card then please contact Corporate Finance team on ext 1239 who can arrange the booking and payment for you.

If due to time constraints this is not an option then you may pay for the ferry direct and submit a claim with the receipt.

INDEMNITY NOTICE

Whether you are claiming or not claiming mileage payments, the Council will not be held responsible in any matter or claims for any incidents or accidents whilst an employee is on Council business, unless they are driving a Council owned vehicle.

WORK BASE RELOCATIONS

These are administered by HR

EYE TESTS AND APPLIANCES

An eye test is a requirement for all new employees, and payment will not be reimbursed.

Existing employees are entitled to a sight test every 2 years and you may apply for a voucher by completing the eform on the intranet which when authorised will entitle you to an eye sight test to the value of £25.00 at Specsavers.

HIRE CARS

If you do not own your own car or do not have use of a car, but due to travelling restrictions it would be helpful for you to do so to attend a meeting or conference, then providing you have permission from your Head of Service you may contact the Business Service Manager with plenty of notice to arrange the hire of a car. You will of course need

to provide your driving licence. Age restrictions may apply.

INTERVIEW EXPENSES PROFESSIONAL SUBSCRIPTIONS – JOB TITLES

See Learning and Development Policy.

<http://awintranet/my-job-and-me/policies-and-procedures/hr/learning-and-development-policy/>

Payment will only be made where the subscription is a necessary requirement of your job or where it is a legal requirement for your job and is a "statutory requirement". The Head of Service will seek approval from the Chief Executive and Strategic Directors.

Payment of professional fees in other cases "Non-statutory" has been phased out after 2 years commencing from 1st April, 2011.

For staff who are undergoing an approved qualification course for which membership to a professional body is a pre-requisite for attending the course.

Professional Subscription Loan:

A staff loan scheme is available for those members of staff who are affiliated to a professional institute and are required to make annual subscriptions and there is no monthly instalment plan available . Please contact the Payroll Team.

RAIL TRAVEL

It is expected that where possible journeys should be by rail travel at the standard rail fare. In most cases travel details are known in advance and an employee should apply for a rail travel request form by completing the eform on the intranet located at <http://awintranet/my-job-and-me/travel/rail-travel/rail-travel/>

At least 48 hours' notice is required, but in exceptional circumstances may be obtained after this. Contact your issuing officer to confirm and/or the Business Support team. Full details on how to use the virtual credit card at the train stations machine will be included with the virtual credit card which will be sent to you by email.

It is accepted that in a few circumstances that due to unforeseen reasons e.g. travel disruptions due to adverse weather conditions that travel may not take place. In these circumstances the virtual credit card (or ticket if already obtained) should be returned to The Business Support team.

Travel to London. You should be specific if this is to London Bridge, London Victoria, or London all stations.

Please note: If you require use of the underground or bus service you will need to advise this on your request form so that this is included.

The London zones are divided into 6 areas, check which one you need by looking on the Internet under London Zone maps.

In exceptional cases only where you may have purchased your ticket directly you may complete a claim form and enclose your receipt/ticket for repayment.

REFRESHMENTS AND MEALS

Allowance may be claimed in circumstances where an additional personal expenditure for meals or refreshments is incurred on account of an employee being away from their home or normal place of work, and providing this is not part of a structured training course then you may claim for drinks and light meals that you could not be expected to provide whilst you are attending a meeting or conference.

The amounts that may be claimed are those shown on the National Joint Council for Local Government Services and the present subsistence rates are located on the HR Intranet site.

The rates shown are the maximum claimable.

Where the actual expenses incurred are less than the subsistence rates then the actual amount paid will be the amount that must be reclaimed.

Tips are at your own discretion and must not be included on the receipt, although it is appreciated that a service charge may be automatically charged by the vendor and provided this is shown on the receipt this item will be reimbursed.

Receipts are required in all instances, with the exception of the 'out of pocket' expenses paid to those who are on an overnight stay.

Due to end of year requirements for PAYE reporting, claims must be made individually by each person and in respect of their own additional expenses. Therefore, expenses must not be paid for and reclaimed by one person on behalf of others.

RELOCATION AND REMOVAL EXPENSES

The Councils have agreed that new employees wef 1st January 2012 will no longer be eligible to apply for this when accepting a job.

ROAD TOLLS

Some journeys by car may involve using a road toll. In most cases receipts cannot be obtained and your claim should clearly show the start and destination of your journey.

TAXIS

If travelling by rail you may need to incur a taxi journey to your destination. A receipt should be obtained from the taxi driver.

Tips are at your own discretion and must not be included on the receipt.

Under HMRC rules an employer may reimburse an employee on occasions due to late night working (after 9pm) due to public transport stopping or other unforeseen circumstances.

TELEPHONE – mobile

Employees required to have a mobile phone to carry out their duty for the Councils will be supplied with a mobile phone by Digital Services and should read the policy in respect of this. <http://awintranet/ict/phones/smartphones/about-your-smartphone/>

Payment in respect of vouchers for pay as you go phones for a personal mobile phone will not be paid to any employee.

UNIFORM

If you are required to wear a uniform for your job this will be shown in your contract of employment.

In order to comply with HMRC regulations on taxation and VAT requirements all items must be purchased directly by the Councils and not by the employee.

Purchases must be made either by a Purchase Order or a Council credit card. If your team has not been supplied with a Council credit card then please contact the Corporate Finance team on ext 1239, who can arrange payment for you.

Any items purchased directly by an employee will not be reimbursed.

A 'uniform' means that it is expected that all team items will be similar e.g. a cardigan and will be purchased from the same supplier, although it is expected each team may have their own style or colour.

To ensure that the clothing is not treated as a benefit in kind by HMRC all items must have **a permanent Council logo embedded before being distributed to staff.**

Special exemptions re logos apply to health and safety clothing and footwear (safety toe capped boots and shoes)

Any safety boot or shoe **MUST** be purchased directly by a Purchase Order or Council Credit card. For a one of purchase try Screwfix – for several then check out <https://www.smigroupuk.com/> which the Councils use as a supplier.

Shoes and trainers should not be purchased as part of the staff uniform.

Staff whose main workplace is 'outside' may be entitled to a waterproof coat, which must be fit for purpose in respect of the employee's job, and again this must clearly show the Council's logo. A guideline price is to the value is £75.00.

All items supplied to staff as uniform must be returned to their team administrator on them leaving the Council's employment.

DRY CLEANING

The Councils are not responsible for the cleaning of staff uniforms.

However, where specialist cleaning is required due to health & safety issues, such as clothing worn at the crematorium, arrangements for cleaning and payment must be made direct with the Council and not the employee.

MEMBERS' CLOTHING

Any items purchased from Council funds for the Adur Chair or Worthing Mayor that constitutes "ordinary" clothing (non-ceremonial) will be taxed in accordance with HMRC rules at the time it is put through payroll.

VOLUNTEER PAYMENTS

A special arrangement has been made for certain staff who volunteer at the Council's Leisure centres in agreement with the EHOS for Legal (as agreed at the HRWG 24/12/12).

Payment will only be made on the receipt of an invoice addressed to the Council to ensure that the council are not liable for any tax & national insurance contributions.

- a) Volunteers will be entitled to travel expenses when travelling on Council business, and subsistence allowance when agreed in advance by their HOS but may not receive payment for any other reason except in accordance with (b & c) below. Volunteers will have to submit invoices based upon the current rate of casual user allowance for mileage.
- b) A volunteer who is involved in organising groups of volunteers may claim expenses for postage, telephone calls, print paper and similar items used in relation to that role. The volunteer will have to submit an invoice to the Council on a monthly

basis.

- c) If a volunteer is using their own motor vehicle on Council business they must have appropriate business insurance, valid driving licence and MOT

TAX, NATIONAL INSURANCE AND PENSION CONTRIBUTIONS

All claims will be reimbursed gross providing that the receipts are provided, with the exception of out of pocket expenses for overnight stays.

Please note that claims without receipts will be treated as round sum allowances and will be subject to tax deductions as per HMRC guidelines.

As the payment is in respect of a reimbursement it will not be subject to national insurance & pension deductions.

COMPLETING YOUR EXPENSE CLAIM

An expenses claim form is located on the intranet under "E" for Expenses see:

<http://awintranet/our-organisation/services/finance-and-audit/forms/staff-expens>

Please complete the form fully using the explanatory notes located with the form.

When your claim is complete you may save a copy into a folder for your personal record.

In order to meet HMRC and Auditing requirements the form **must be printed off** and cannot be authorised online.

Having printed off the completed form, securely staple the receipts to the completed form.

The completed form and the receipts should be passed to your Authorising Manager for checking and signing.

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Updated September 2021



ADUR & WORTHING
COUNCILS

Joint Staff Committee
29 September 2021
Agenda Item 9

Key Decision: No

Ward(s) Affected:

Staff Travel Policy

Report by the Director for Digital Sustainability and Resources

Executive Summary

1. Purpose

- 1.1 The report seeks approval of the Adur & Worthing Councils Staff Travel Policy
- 1.2 This policy (if approved) will replace the Business Travel Policy.
- 1.3 The aim of the policy is to encourage staff to partake in more active travel options whilst travelling to and from work and during their working hours. It is also to encourage staff to use more sustainable modes of travel in line with Councils' sustainability agenda.

2. Recommendations

- 2.1 The Joint Staff Committee is recommended to approve the Staff Travel Policy with effect from 1st November 2021.
- 2.2 The Joint Staff Committee is asked to delegate authority to the Head of Human Resources (in consultation with the Chief Financial Officer and the Head of Legal Services, where relevant) in order to make minor and non-consequential amendments to this policy at any time.

3. Context

- 3.1 The aim of the Staff Travel Policy is to support the new ways of working post Covid-19 pandemic it has close links to the new Blended Working Policy and the updated Staff Expenses and Reimbursement Policy and

Procedure and therefore it was decided that all three should be brought to the Joint Staff Committee together.

3.2 The three policies are connected and are there together to enable a flexible working approach for the Councils staff that encourages a healthier work life balance, including incorporating active travel to, from and during working hours.

3.3 The Councils are committed to both improving the health and wellbeing of our employees and to becoming carbon neutral by 2030.

4. Issues for consideration

4.1 The policy applies to employees of Adur & Worthing Councils and primarily relates to business travel, although elements of the policy also support and encourage active travel and low carbon transport for commuting purposes.

4.2 The policy is based on the Sustainable Travel Hierarchy which sets out the decision making process for employees attending external meetings. The Sustainable Travel Hierarchy is there as a tool to help employees to think about whether they could adapt their current travel habits, rather than choosing to drive as the default.

4.3 We expect employees to take a pragmatic approach in deciding which mode of transport to use for any journeys.

4.4 The hierarchy might not be applicable for every journey and there may be a range of disabilities that prevents everyone from being able to take this approach, however every little will help towards our goals.

5. Engagement and Communication

5.1 Unison have been consulted with and they consulted with their members providing them with two weeks to provide any feedback.

5.2 Following that period of consultation Unison have formally agreed the policy and it will go to the Joint Officer Negotiating Group (JONG) on 17th November 2021.

5.3 Two policy consultation & engagement sessions were delivered in June for all employees. Feedback from these sessions was taken on board, which is reflected in the policy.

5.4 Further staff engagement sessions/information sharing is planned to coincide with the rollout of the policy which might include training or workshops for managers.

6. Financial Implications

6.1 There are no unbudgeted financial implications arising from this policy.

7. Legal Implications

7.1 This policy is not contractual and does not form part of the terms and conditions of employment.

7.2 Section 112 Local Government Act 1972 gives the Council the power to appoint staff on such terms and conditions as it considers appropriate.

Background Papers

- Proposed new Adur & Worthing Councils Staff Travel Policy is available at Appendix 1
- Adur & Worthing Councils Business travel Policy available at Appendix 2
- The Staff Travel Policy Equality Impact Assessment (EIA) is available at Appendix 3

Officer Contact Details:-

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Head of Human Resources

Worthing Town Hall

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Email: heidi.christmas@adur-worthing.gov.uk

Sustainability & Risk Assessment

1. Economic

Matter considered and no issues identified.

2. Social

2.1 Social Value

Positive impact due to the open and transparent approach to improving the health and wellbeing of the Councils' employees and the impact on healthier travel options on the local environment.

2.2 Equality Issues

The Equality Impact Assessment for this policy is attached as Appendix 3

2.3 Community Safety Issues (Section 17)

Matter considered and no issues identified.

2.4 Human Rights Issues

Matter considered and no issues identified.

3. Environmental

The Staff Travel Policy encourages staff to reduce the number of journeys they make by car and encourages active travel (e.g. walking and cycling) and use of low carbon transport (e.g. electric pool vehicles or public transport).

4. Governance

This policy is consistent with the Councils' SustainableAW agenda.

It also contributes to the Climate Emergency that the Councils declared in 2019 and the commitment to working towards becoming carbon neutral by 2030.



Adur District Council
Worthing Borough Council
Business Travel Policy

Last updated: 9th February 2017
To be reviewed: October 2017

Contact: Human Resources

1.0 Introduction

- 1.1 At Adur & Worthing Councils, we aim to provide business travel options that provide choice and flexibility as well as promote efficiency and sustainability. We expect employees to consider the environment when they travel, planning journeys efficiently, car-sharing where possible, and choosing to walk or cycle when they can. During 2017, this business travel policy will be broadened and enhanced with further options developed through collaboration with staff groups, incorporating cycling and public transport and other initiatives. At present, the policy provides options for car travel.

2.0 Scope

- 2.1 This policy applies to all employees required to travel for business purposes as part of their role.

3.0 Essential Car Users

- 3.1 Staff undertaking specified and approved job roles are eligible for the Essential Car User Scheme. Qualifying roles are approved by an independent panel, who assess the demands of the role against a set of criteria, outlined in section 4 below, which are centred around frequency of travel and the requirement to make unplanned visits. For the first round of assessments in early 2017, a panel of four will be established, to include a UNISON representative. Future panels will consist of two members; a HR representative and a UNISON representative. The panel of 4 will be asked to establish a benchmark and develop a scoring system and guidance for future evaluations.
- 3.2 Mileage rates for essential users are as per the current NJC rates linked to engine size up to a maximum of 45p per mile – this being the tax free threshold.
- 3.3 ECU allowance cannot be paid to two members of staff using the same vehicle.
- 3.4 In the case of passenger allowances HMRC allow up to 5p per passenger per mile without incurring any tax liability.
- 3.5 Where journeys take place by car outside of Sussex, the mileage rate for the whole journey will be 50% of the lowest casual user rate (i.e. currently 23.45p). This encourages use of public transport wherever possible.
- 3.6 Mileage claims for attendance at conferences, training events etc. should be claimed separately from mileage undertaken for the day to day business of a post, through the staff expenses process.
- 3.7 Lump sum payments that are stopped due to car documentation not being provided in a timely manner will recommence from the 1st of the month following the submission of the documentation, and will not be backdated to previous months.

- 3.8 The Councils shall not accept any responsibility for personal fines or charges for illegal parking and accordingly will not reimburse any employee for such fines or charges.
- 3.9 All mileage claims must be submitted on a monthly basis (i.e. by the end of the month following the month in which the journey was made). Payment will not be made for incomplete claims such as those that have not been signed or authorised. Any late claims will be passed to the Section 151 Officer and may be refused payment, unless there are exceptional circumstances.
- 3.10 A valid driving licence and up to date vehicle documentation, including insurance, that includes cover for business use, must be provided to payroll annually for inspection. See paragraph 8.0 below.

4.0 Essential Car User (“ECU”) Criteria

- 4.1 The following criteria are used to assess whether a post qualifies for Essential Car User status:
- 4.1.1 The role requires the member of staff to attend incidents on the same day the incident occurs, on a frequent and regular basis.
- 4.1.2 The nature of the role means that the postholder will be out at appointments/meetings for the majority of the day.
- 4.1.3 The requirements of the role demand that a dedicated vehicle should be available to the postholder, and these needs cannot be met by a pool car or other alternative.
- 4.1.4 There is a requirement to carry specialist equipment which means it would be impractical to use a pool car or other alternative.

5.0 Reviews

- 5.1 A review of those receiving the EU allowance will be conducted annually in October to allow a minimum of 3 months' written notice to effect any changes from the 1st April in the following year.
- 5.2 Any post that becomes vacant by a post-holder must be reviewed by the Head of Service (HoS) for that department, to check that the EU status has not changed prior to an advertisement being placed.
- 5.3 Any new posts created will require the relevant Head of Service to consider ECUA and submit a business case to the panel, which will be convened as required as part of the job evaluation panel process.

6.0 Sickness

- 6.1 Under the green book rules, where a car is not in use as a result of either a mechanical defect or the absence of the employee through illness:-

- (a) The lump sum payments should be paid for the remainder of the month in which the car first went out of use, and 100% for a further 3 months. For the following 3 months after that, payment will be made at the rate of 50% of the lump sum.
- (b) During the period when a car is off the road for repairs, reimbursement in respect of travel by other forms of transport should be made by the employing authority.

6.2 Under a local agreement made in January 2013, sickness will be aggregated together in the rolling year in which an employee's absence first commenced, therefore any periods of sickness already recorded will reduce the period the lump sum payment is payable under a).

7.0 Business Mileage for Non Essential Car Users

Car Pool Scheme

- 7.1 The Car Pool Scheme is a service for all business users based at Worthing Town Hall/Portland House, Commerce Way and the Shoreham Centre. The location and numbers of pool cars at each site will be kept under review. Please see the **Car Hire - Pool Cars section on the intranet** for further information.
- 7.2 If you decide that you would prefer to use your own vehicle rather than use a pool car for business travel, you will be able to claim 45p per mile, this being the tax free threshold.

For further detail please see [HMRC business travel mileage for employees own vehicles](#)

If you decide to use your own vehicle you will be required to provide your documentation detailed in section 8.0. This option provides business users with a convenient option for appointments at the beginning and end of the day, or where a business user prefers or needs to use their own car.

8.0 Duty of Care/Documents Required

- 8.1 In order that the Council meets its duty of care to staff and the public and fulfils audit requirements eligibility for ECU or business mileage must be reviewed annually. The Council must ensure that the car used by employees is fit for purpose for which it is being used, is roadworthy, meets legal requirements and is properly insured for use for the employees and the Councils' business. Therefore, you are required to supply the Councils' payroll office annually with copies of the following:-
 - 1. Your car insurance showing that you are covered for commuting to and from your permanent place of work, and for use by the policyholder in connection with his/her own business or that of his/her employer work.

2. Your car registration document (page 2 of the V5).
3. Your car MOT certificate (if applicable).
4. Your driving licence photocard.

Please note that when you renew your annual car insurance and MOT **you** are required to present this to the payroll office so that the payroll records can have a note added.

If as a driver you change car during the year, you are required to produce a copy of all the relevant documentation to payroll to ensure the payroll system is updated.

Failure to adhere to the above will result in your Head of Service being advised of the situation and will result in payment of mileage claims and essential lump sum payments being suspended or delayed.

9.0 Address or Name Change

- 9.1 In addition to advising payroll, you are required to advise DVLA and your Insurance Company or any change of address or name change for any reason.

10.0 Indemnity Notice

- 10.1 Whether you are claiming mileage payments or not claiming mileage payments the Councils will not be held responsible for any matter or claims for any incidents or accidents whilst an employee is on Council business.

11.0 Your Records

- 11.1 For HMRC purposes under self-assessment you are required to keep a copy of any mileage claims so that these can be produced to HMRC for inspection if required.

12.0 Payroll Records

- 12.1 All paperwork will be kept by payroll in a safe and secure environment.
- 12.2 Once the annual audit has been completed any paperwork that is not current will be confidentially destroyed.

Signed: Date:
Alex Bailey, Chief Executive

Signed: Date:
UNISON

Adur & Worthing Equality Impact Assessment (EIA) Template Trial - 2020/21

We want to trial the use of this template when it is appropriate, for example when making significant decisions that may impact disproportionately on certain protected communities. As part of our Good Service Standard we are also seeking to embed these equality impact assessment principles into everyday service planning and delivery. You may therefore only need to complete a template occasionally, but you should always be working to achieve its general principles and intended outcomes.

Our Equality Statement

Adur District and Worthing Borough Councils are committed to increasing inclusion and providing equality of opportunity in all our activities and to ensuring that discrimination does not occur. We will strive for a workforce that reflects the diversity of the local community in order that our services are provided appropriately and the Councils benefit from a wealth of experiences. The Councils will involve the wider community in our decision-making processes and use our influence to progress equality and inclusion issues in the Adur District and Worthing Borough.

To achieve our vision for inclusion and equality we will lead by example, we will listen to our communities and we will seek to work in collaboration with others. As part of this and as set out in Platforms of Our Places; Going Further plan, we will work to establish a platform that will aim to unlock the energy and unleash the power of people in the community to run and improve their own lives and the places they live. We will undertake this work with care, support and respect, recognising the reality of disadvantage and discrimination experienced by many communities.

Equality Impact Assessments (EIAs)

EIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then identify actions to support delivery towards our equality objectives and our statutory duties. The EIA process specifically aims to:

- Get the best outcomes for our staff and residents
- Analyse how all our work as councils might impact differently on different groups.
- Help us make good decisions and evidence how we have reached these decisions

EIAs are therefore a practical way in which we can achieve our Good Service standard, where we have pledged to improve our services and make them accessible to everyone. The EIA template we are trialling in 2020/21 is suitable for a number of settings, including policy development, organisation management and service redesign. The template is made up of a series of tables and numbered guidance notes to guide and support you through the approach. We will evaluate the use of the template towards the end of 2021.

Part 1. Equality Impact Assessment (EIA) Template

First, consider whether you need to complete an EIA. Is an EIA needed and is there another way to evidence assessment of impacts. See guidance note (1) on the legislative context and guidance note (2) on considerations when planning an EIA.

Title of EIA (3)	Staff Travel Policy
Team/Department (4)	Corporate
Focus of EIA (5)	<p>The staff travel policy is published in Summer 2021. Since Covid, many of our staff have experienced profound changes to their working lives, many working from home for a large proportion of their time with vastly reduced commuting mileage, and many site visits successfully undertaken virtually rather than in person. Our WorkspacesAW programme aims to build a future working model that captures the benefits of these changes, while providing upgraded office accommodation (at the Town Hall) that better suits a new “blended” model of office and working from home. The staff travel policy is an integral part of these changes.</p> <p>We want to support individuals and teams to review their travel needs and take up the new options available, reducing costs and environmental impact - and turning travel into something that makes people healthier and happier.</p> <p>This is an EIA for the Staff Travel Policy on staff impacts primarily around business travel, but will also be relevant for commuting too. The focus for the policy is to encourage and support employees towards a more low carbon and active approach to travel.</p>

2. Update on previous EIA and outcomes of previous actions

If there is no previous EIA, or EIA equivalent or this is an assessment of a new service, then simply write 'not applicable'.

What actions did you plan last time? (List them from the previous EIA)	What improved as a result? What outcomes have these actions achieved?	What <u>further</u> actions do you need to take? (add these to the Action plan below)
Not applicable		

3. Review of information, equality analysis and potential actions

In this section we consider the various protected characteristics groups from the Equality Act 2010 (6)

What do you know? (7) Summary of data about service-user / resident / and/or staff feedback.	What do people tell you? (8) Summary of service-user / resident / and/or staff feedback	What does this mean? (9) <ul style="list-style-type: none"> ● Impacts identified from data and feedback (actual and potential) 	What can you do? (10) <ul style="list-style-type: none"> ● To advance equality of opportunity, ● To eliminate discrimination, and ● To foster good relations

<p>Age¹</p>	<p>Younger people may be less likely to have suitable home accommodation for office use (e.g. living with parents or in small flats) so might have to primarily commute to work in the office, therefore incur more commuting costs than people able to work from home (although people working from home are likely to incur higher utility costs).</p> <p>Younger people might not have equipment they need for active travel.</p> <p>Older people might not feel as able to undertake active travel.</p>	<ul style="list-style-type: none"> • Data Analysis completed of job roles not able to work from home (see attached appendix 1). Younger workforce not impacted by this change according to data 	<ul style="list-style-type: none"> • Individual line managers to discuss in 1:1s and monitor • Promote widely the range of sustainable travel options, including cycle to work loan scheme and free use of Donkey Bikes, plus bike confidence training. • Promote discounted public transport via the EASIT scheme. • Conduct regular feedback sessions to understand barriers and challenges towards the Sustainable Travel Hierarchy and put measures in place to support employees further.
<p>Disability²</p>	<p>These staff might need to continue to drive their own car and to park in a space near to the office.</p>	<ul style="list-style-type: none"> • Data analysis shows that there are 12 employees with disabilities known to the council • 2 Badge holders within the council 	<ul style="list-style-type: none"> • The Councils will endeavour to identify and promote appropriate parking facilities near to the office for staff requiring car parking due to a disability or illness. The intranet will be

¹ **Age:** People of all ages

² **Disability:** A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. The definition includes: sensory impairments, impairments with fluctuating or recurring effects, progressive, organ specific, developmental, learning difficulties, mental health conditions and mental illnesses,

	<p>Only a few spaces for blue badge holders are available due to WICC development.</p> <p>Some won't have a blue badge, but will still want to drive and need to park near to the office.</p> <p>These staff might not feel able to / want to take up incentives around active travel.</p> <p>These staff might not feel comfortable / able to drive in a car that is not their own, so pool cars won't be an option for them.</p> <p>The flexibility of being able to work from home or other locations will reduce travelling needs. But some posts may be unsuitable for home working or home working may be on a part time basis only.</p>		<p>updated to include blue badge parking guidelines to reflect all day parking on the street.</p> <ul style="list-style-type: none"> ● Review prioritisation and implementation of recommendations from accessibility study (first site visit 02.06.21). ● Where required seek advice from the Councils' Health & Safety team or Occupational Health ● Individual assessed needs - Accessibility Assessment being commissioned.
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produced by injury to the body or brain. Persons with cancer, multiple sclerosis or HIV infection are all now deemed to be disabled persons from the point of diagnosis.

Gender reassignment³	Gender neutral toilets and/or changing facilities may be preferred by some Trans or non-gender binary people.	<ul style="list-style-type: none"> • Disabled toilet facilities in Portland House and Town Hall are gender neutral and we will consult further on identifying these as Accessible Unisex Toilets. There are no plans to introduce additional gender neutral facilities. 	<ul style="list-style-type: none"> • Continue to monitor.
Pregnancy and maternity⁴	<p>The introduction of greater flexible working opportunities will give women who are pregnant more flexibility to work around medical appointments and potentially be able to work around any issues (i.e. morning sickness etc.).</p> <p>Pregnant women might feel more comfortable driving their own car compared to taking public transport or active travel.</p>		<ul style="list-style-type: none"> • New and expectant mother risk assessments that are carried out should include discussion about travel options.

³ **Gender Reassignment:** In the Act a transgender person is someone who proposes to, starts or has completed a process to change his or her gender. A person does not need to be under medical supervision to be protected

⁴ **Pregnancy and Maternity:** Protection is during pregnancy and any statutory maternity leave to which the woman is entitled.

Religion or belief⁵	No impact identified.		
Sex/Gender⁶	<p>Higher proportion of part-time staff are female and blended working may not be feasible if living in smaller accommodation (see Lone Parent) so might have to primarily commute to work in the office, therefore incur more commuting costs than people able to work from home (although people working from home are likely to incur higher utility costs).</p> <p>Some female staff felt concerned of using the bike lockers in the winter due to the area being dark and feeling unsafe.</p>	<ul style="list-style-type: none"> ● Data analysis completed see appendix 1. ● No concern - higher number of male full time employees impacted for not working from home. ● Only 18 Female part time employee impacted for not working from home due to their roles servicing the community 	<ul style="list-style-type: none"> ● Continue to monitor in normal Management Information reporting ● Reassess when DSE Assessments have been completed ● Improved bike storage facilities are being looked into as part of the WICC development. In the meanwhile, facilities will be reviewed to ensure all staff feel safe using them. Monitor via staff survey.

⁵ **Religion and Belief:** Religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.

⁶ **Sex/Gender:** Both men and women are covered under the Act.

Sexual orientation⁷	No impact identified		
Marriage and civil partnership⁸	No impact identified		
Community Cohesion⁹	No impact identified		
Other relevant groups¹⁰	<i>See below</i>		
Lone Parents	<p>Parents might be in a routine of dropping children off at childcare/school on the way to work, so they might feel that active travel or public transport won't work for them.</p> <p>Home and flexible working may be beneficial for child care and family commitments:</p>	<ul style="list-style-type: none"> • No data available on the number of employees with carer or parental duties. 	<ul style="list-style-type: none"> • Training to be provided to managers on how to manage these situations to ensure fairness is applied. • Individual line managers to discuss in 1:1s and monitor • Promote widely the range of sustainable travel options, including cycle to work loan

⁷ **Sexual Orientation:** The Act protects bisexual, gay, heterosexual and lesbian people

⁸ **Marriage and Civil Partnership:** Only in relation to due regard to the need to eliminate discrimination.

⁹ **Community Cohesion:** What must happen in all communities to enable different groups of people to get on well together.

¹⁰ **Other relevant groups:** eg: Carers, people experiencing domestic and/or sexual violence, substance misusers, homeless people, looked after children, ex-armed forces personnel, people on the Autistic spectrum etc

	flexible hours will be helpful for school runs and other appointments difficult to arrange outside of traditional working hours.		<p>scheme and free use of Donkey Bikes, plus bike confidence training.</p> <ul style="list-style-type: none"> ● Promote discounted public transport via the EASIT scheme. ● Conduct regular feedback sessions to understand barriers and challenges towards the Sustainable Travel Hierarchy and put measures in place to support employees further.
Carers	<p>These people with caring responsibilities might choose to drive their own car as it gives them more flexibility around parenting/carer needs.</p> <p>Parents might be in a routine of dropping children off at childcare/school on the way to work, so they might feel that active travel or public transport won't work for them.</p> <p>The logistics and realities of being a carer mean home working isn't always possible, many carers are low paid as they are part time workers - but they might need to use a car for their caring duties, plus</p>	<ul style="list-style-type: none"> ● No data available on the number of employees with carer or parental duties. 	<ul style="list-style-type: none"> ● Training to be provided to managers on how to manage these situations to ensure fairness is applied. ● Individual line managers to discuss in 1:1s and monitor ● Promote widely the range of sustainable travel options, including cycle to work loan scheme and free use of Donkey Bikes, plus bike confidence training. ● Promote discounted public transport via the EASIT scheme. ● Conduct regular feedback sessions to understand barriers and challenges towards the Sustainable Travel Hierarchy and put

	<p>incur commuting costs if unable to work from home.</p> <p>Most carers are women - see Gender/Sex.</p>		<p>measures in place to support employees further.</p>
Home Workers	<ul style="list-style-type: none"> ● Some posts may be unsuitable for home working even if this is the staff member's preferred option. ● There is likely to be a pay disparity, with lower grade roles less likely to be suitable for home working compared to higher paid roles. ● These people will be more affected by higher charges in the car park now WICC is closing and/or other commuting costs in general. 	<p>No known incidents of this at this time</p>	<ul style="list-style-type: none"> ● Training to be provided to managers on how to manage these situations to ensure fairness is applied. ● Individual line managers to discuss in 1:1s and monitor ● Promote widely the range of sustainable travel options, including cycle to work loan scheme and free use of Donkey Bikes, plus bike confidence training. ● Promote discounted public transport via the EASIT scheme. ● Conduct regular feedback sessions to understand barriers and challenges towards the Sustainable Travel Hierarchy and put measures in place to support employees further.

4. List the data, information and/or community feedback that informed your EIA

Title (of data, research or engagement)	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)
Sustrans Survey to inform development of Travel Action Plan: 62% of staff are in the 'contemplation' stage, thinking of changing the way they travel to or at work for one or more of the sustainable travel modes (walking, cycling, public transport or car sharing) –	2019	Need to hear from all staff/update now blended working being brought in.	Conduct another staff survey to understand how to support staff to transition from contemplation stage
Staff Survey June 2020 Staff Survey January 2021	June 2020 January 2021	The surveys did not collate specific equalities data.	Future surveys should include equalities data
Staff travel surveys & consultation	Jun 21	Need to hear from all staff	Continue regular staff surveys to monitor views and challenges

5. Prioritised Action Plan

The Equality Duty is an ongoing duty which means policies must be kept under review. The actions identified below should be incorporated into service or business plans and monitored to ensure they achieve the outcomes identified.

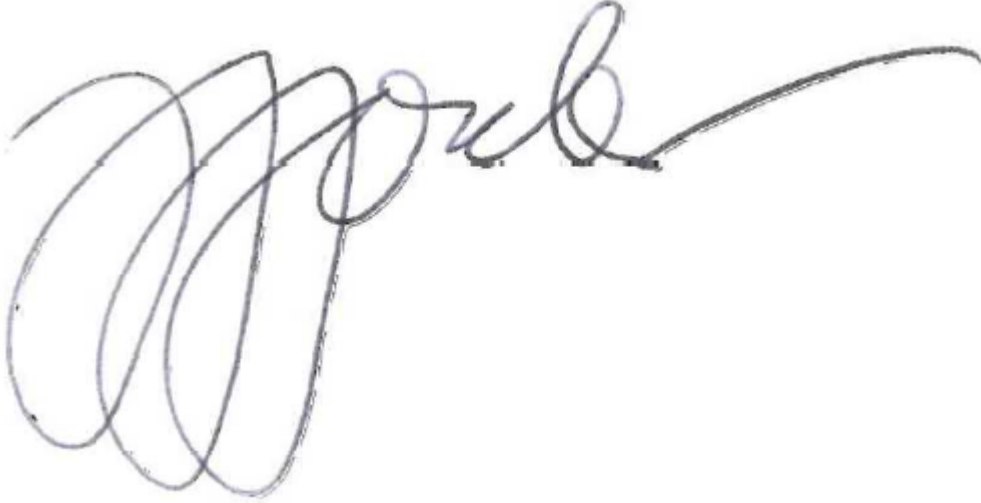
Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
<p>ALL groups</p>	<ul style="list-style-type: none"> ● Training to be provided to managers on how to manage these situations to ensure fairness is applied. ● Individual line managers to discuss in 1:1s and monitor ● Promote widely the range of sustainable travel options, including cycle to work loan scheme and free use of Donkey Bikes, plus bike confidence training. 	<ul style="list-style-type: none"> ● Employee take up of low carbon and active travel increases. ● Employees unable to take active or low carbon travel are supported ● Managers are more aware of how to best support employees. 	<ul style="list-style-type: none"> ● Employees are aware of all available support for them to move towards active & low carbon travel, where suitable ● Positive conversations between Managers, Employees, HR around the real challenges facing employees and a collaborative approach to address those challenges 	<ul style="list-style-type: none"> ● Ongoing monitoring and support. ● Sustainable Travel Policy will be reviewed annually

	<ul style="list-style-type: none">● Promote discounted public transport via the EASIT scheme.● Expand Enterprise Car Club to allow an increase in usage to cover more of the car based business travel.● Proactively promote Liftshare.com as a car share scheme facilitating staff to easily and intuitively find others to share with.● Conduct regular feedback sessions to understand barriers and challenges towards the Sustainable Travel Hierarchy and put		<ul style="list-style-type: none">● Employees report health & wellbeing benefits as a result of greater levels of active travel	
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	measures in place to support employees further.			
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EIA sign-off:

For the EIA to be final an email must be sent from the relevant people agreeing it or this section must be signed.

Staff member competing Equality Impact Assessment: Chloe Clarke - Sustainability Officer	Date:05/07/21
Head of Service: Francesca Iliffe - Strategic Sustainability Manager	Date:05/07/21
Equality Lead: Jan Jonker - Head of Customer & Digital Services 	Date:09/07/21

EIA Guidance Notes

If this is your first EIA, take some time to read through the notes. If you have any questions please email:
equalitieschampions@adur-worthing.gov.uk

1. Our duties in the Equality Act 2010

As a public sector organisation, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people with 'protected characteristics' (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership). This applies to policies, services (including commissioned services), and our employees. The level of detail of this consideration will depend on what you are assessing, who it might affect, those groups' vulnerability, and how serious any potential impacts might be. We use this EIA template to complete this process and evidence our consideration. The following are the duties in the Act that we must give 'due regard' (pay conscious attention):

- **Avoid, reduce or minimise negative impact** (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).
- **Promote equality of opportunity.** This means the need to:
 - Remove or minimise disadvantages suffered by equality groups

- Take steps to meet the needs of equality groups
- Encourage equality groups to participate in public life or any other activity where participation is disproportionately low
- Consider if there is a need to treat some people differently, including more favourable treatment where necessary
- **Foster good relations between people who share a protected characteristic and those who do not.** This means:
 - Tackle prejudice
 - Promote understanding

In addition the following principles, drawn from case law, explain when and how the above duty should be applied:

- **Knowledge:** In working for the councils and reviewing its activities staff must be aware of equalities duties and apply them appropriately to this work.
- **Timeliness:** The duty applies at the time of considering policy options and/or before a final decision is taken – not afterwards.
- **Real Consideration:** The duty must be an integral part of our decision-making and able therefore to influence the process.
- **Sufficient Information:** You must assess what information you have and what is needed to give proper consideration.
- **No delegation:** The councils are responsible for ensuring that any contracted services which provide services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
- **Review:** The equality duty is a continuing duty. It applies when a policy is developed/agreed, and when it is implemented/reviewed.
- **Proper Record Keeping:** To show that we have fulfilled our duties we must keep records of the process and the impacts identified. Properly used, an EIA can form a key part of this requirement.

2. Do you need to undertake an EIA?

An EIA may or maynot be necessary or appropriate:

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?
- How vulnerable are the people (potentially) affected?

If there are potential impacts on people but you decide not to complete an EIA it is important to document why.

When might you generally complete an EIA:

- When planning or developing a new service, policy or strategy
- When reviewing an existing service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the borough or district (eg: a change in population), or at a national level (eg: a change of legislation)

The EIA does not have to be on this template, but must be documented. Wherever possible, build the EIA approach into your usual planning/review processes. When planning your EIAs remember it should be proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved
- The numbers of people affected
- The size of the likely impact
- The vulnerability of the people affected

The greater the potential adverse impact of the proposed policy on a protected group (e.g. disabled people), the more vulnerable the group in the context being considered, the more thorough and demanding the process is required.

3. Title of EIA: This should clearly explain what service / policy / strategy / change you are assessing **4.**

Team/Department: Main team responsible for the policy, practice, service or function being assessed

5. Focus of EIA: A member of the public should have a good understanding of the policy or service and any proposals after reading this section. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA

6. Protected characteristics groups from the Equality Act 2010:

→ **Age:** People of all ages

→ **Disability:** A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. The definition includes: sensory impairments, impairments with fluctuating or recurring effects, progressive, organ specific, developmental, learning difficulties, mental health conditions and mental illnesses, produced by injury to the body or brain. Persons with cancer, multiple sclerosis or HIV infection are all now deemed to be disabled persons from the point of diagnosis.

→ **Gender Reassignment:** In the Act a transgender person is someone who proposes to, starts or has completed a process to change his or her gender. A person does not need to be under medical supervision to be protected.

→ **Pregnancy and Maternity:** Protection is during pregnancy and any statutory maternity leave to which the woman is entitled.

→ **Race/Ethnicity:** This includes ethnic or national origins, colour or nationality, and includes refugees and migrants, and Gypsies and Travellers. Refugees and migrants means people whose intention is to stay in the UK for at least twelve months (excluding visitors, short term students or tourists). This definition includes asylum seekers; voluntary and involuntary migrants; people who are undocumented; and the children of migrants, even if they were born in the UK.

- **Religion and Belief:** Religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.
- **Sex/Gender:** Both men and women are covered under the Act.
- **Sexual Orientation:** The Act protects bisexual, gay, heterosexual and lesbian people
- **Marriage and Civil Partnership:** Only in relation to due regard to the need to eliminate discrimination.
- **Community Cohesion:** What must happen in all communities to enable different groups of people to get on well together.
- **Other relevant groups:** eg: Carers, people experiencing domestic and/or sexual violence, substance misusers, homeless people, looked after children, ex-armed forces personnel, people on the Autistic spectrum etc
- **Cumulative Impact:** This is an impact that appears when you consider services or activities together. A change or activity in one area may create an impact somewhere else

7. What do you know (data and Information): Make sure you have enough data and information to inform your EIA.

- What data, relevant to the impact on protected groups of the policy/decision/service, is available? Consider local sources of data (eg: the JSNA, Local Insight) and national sources where they are relevant.
- What further evidence is needed and how can you get it? (e.g. further research or engagement with the affected groups).
- What do you already know about needs, access and outcomes? Focus on each of the protected characteristics in turn. Eg: who uses the service? Who doesn't and why? Are there differences in outcomes? Why?
- Have there been any important demographic changes or trends locally? What might they mean for the service or function?
- Does data/monitoring show that any policies or practices create particular problems or difficulties for any groups?
- Do any equality objectives already exist? What is current performance like against them?
- Is the service having a positive or negative effect on particular people in the community, or particular groups or communities?

8. What do people tell you (engagement):

You must seek to engage appropriately with those likely to be affected:

- What do people tell you about the services?
- Are there patterns or differences in what people from different groups tell you?
- What information or data will you need from communities?
- How should people be consulted? Consider:
 - ◆ consulting when proposals are still at a formative stage;
 - ◆ explain what is proposed and why, to allow intelligent consideration and response;
 - ◆ allow enough time for consultation;
 - ◆ make sure what people tell you is properly considered in the final decision.
- Try to consult in ways that ensure all perspectives can be considered.
- Identify any gaps in who has been consulted and identify ways to address this.

9. What does this information and feedback mean?

Your EIA should seek to understand the actual and potential impacts.

- The equality duty does not stop decisions or changes, but means we must conscientiously and deliberately confront the anticipated impacts on people.
- Be realistic: don't exaggerate speculative risks and negative impacts.
- Be detailed and specific so decision-makers have a concrete sense of potential effects. Instead of "the policy is likely to disadvantage older women", say if you can, how many or what percentage are likely to be affected, how, and to what extent. Questions to ask when assessing impacts depend on the context. Examples:
 - ◆ Are one or more protected groups affected differently and/or disadvantaged? How, and to what extent? ◆ Is there evidence of higher/lower uptake among different groups? Which, and to what extent?
 - ◆ If there are likely to be different impacts on different groups, is that consistent with the overall objective?
 - ◆ If there is negative differential impact, how can you minimise that while taking into account your overall aims

- ◆ Do the effects amount to unlawful discrimination? If so the plan must be modified.
- ◆ Does the proposal advance equality of opportunity and/or foster good relations? If not, could it?

10. What can you do?

Consider all three aims of the Act: removing barriers, and also identifying positive actions we can take.

- Where you have identified impacts you must state what actions will be taken to remove, reduce or avoid any negative impacts and maximise any positive impacts or advance equality of opportunity.
- Be specific and detailed and explain how far these actions are expected to improve the negative impacts. → If mitigating measures are contemplated, explain clearly what the measures are, and the extent to which they can be expected to reduce / remove the adverse effects identified.

11. Assessment of overall impacts and any further recommendations

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.
- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy.
- Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

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ADUR & WORTHING
COUNCILS

DRAFT Staff Travel Policy

Last updated: September 2021
To be reviewed: September 2022

Contact: Human Resources

1. Introduction

- 1.1. This staff travel policy is published in Summer 2021, as we slowly emerge from the COVID pandemic, a crisis that has had a huge impact on us all. Many of our staff have experienced profound changes to their working lives, many working from home for a large proportion of their time with vastly reduced commuting mileage, and many site visits successfully undertaken virtually rather than in person. Our Workspaces AW programme aims to build a future working model that captures the benefits of these changes, while providing upgraded office accommodation (at the Town Hall) that better suits a new “blended” model of office and home working. The staff travel policy is an integral part of these changes.
- 1.2. Our staff travel policy aims to support our post pandemic working model, but there are broader, longer term outcomes we aim to achieve. We are committed to both improving the health and wellbeing of our employees and to becoming carbon neutral by 2030. We will achieve these goals by reducing the number of journeys we make by car and encouraging active travel (e.g. walking and cycling) and use of low carbon transport (e.g. electric pool vehicles or public transport).
- 1.3. We want to support individuals and teams to review their travel needs and take up the new options available where possible, reducing costs and environmental impact - and turning travel into something that makes people healthier and happier.

2. Background

- 2.1. The Adur & Worthing Activities Strategy (September 2021) will provide detail of the benefits of activity and priorities for raising levels of physical activity across all areas of the community and this Staff Travel Policy aligns to those goals. When employees choose to travel by more sustainable modes there can be positive benefits for health and wellbeing as well as local traffic congestion and air quality improvements.
- 2.2. Physical inactivity directly contributes to 1 in 6 deaths in the UK and costs £7.4 billion a year¹ to business and wider society. The growth in road transport has been a major factor in reducing levels of physical activity and increasing obesity.
- 2.3. Building walking or cycling into daily routines are the most effective ways to increase physical activity. Short car trips are prime candidates for switching to active travel and to public transport. All adults should aim to be active daily. Over a week, activity should add up to at least 150 minutes.
- 2.4. Employees that are physically active take 27% fewer sick days than their colleagues². Evidence suggests walking and cycling (often alongside public transport) can contribute positively towards mental health both through physical activity and other factors in comparison to commuting by car.

¹ Public Health England - Everybody Active, Every Day 2014

² British Heart Foundation – Health at Work: Economic Evidence Report 2016

- 2.5. Health-promoting transport systems are pro-business and support economic prosperity³. They enable optimal travel to work with less congestion, collisions, pollution, and they support a healthier workforce.
- 2.6. Since the emergence of Covid-19 and the subsequent requirement for social distancing, the Councils enabled most employees to work from home safely and efficiently. This ability to work from home, coupled with the WorkspacesAW programme to reduce the required office space needed for the Councils, has seen significant levels of homeworking embedded on an ongoing basis, helping reduce costs to the Councils through reduced business mileage.
- 2.7. In July 2019 Adur & Worthing Councils declared a Climate Emergency and committed to working towards becoming carbon neutral by 2030. The Councils' are progressing on a programme of work over the coming decade to reduce carbon emissions⁴ - this includes the transition towards active travel and low carbon transport.
- 2.8. In order for the Councils to meet their carbon emissions reduction target for business travel, the council will be providing fully electric vehicles through the pool car scheme for business travel. We will be working with teams to ensure all business miles are Ultra Low Emission (ULEV) at the point of electric pool car introduction, expected Summer 2023. We anticipate this will have implications for the current Essential Car User Allowance scheme, and this will be reviewed with the relevant teams and individuals. We will not remove or adapt the scheme without fully understanding the implications and developing an achievable transition plan.
- 2.9. The Council's Air Quality Action Plans include commitments to reduce emissions of pollutants from Council vehicles and staff travel. Nitrogen Dioxide and Particulates can cause both short and long term health damage so it is important we work to reduce these emissions and lead by example.

3. Scope

- 3.1. The policy applies to employees of Adur & Worthing Councils.
- 3.2. The policy primarily relates to business travel, although elements of the policy also support and encourage active travel and low carbon transport for commuting purposes.
- 3.3. The policy is based on the Sustainable Travel Hierarchy (page 5) which sets out the decision making process for employees attending external meetings.
- 3.4. The overall aims of the policy are:
 - to support the health and wellbeing of our employees by promoting and prioritising active travel, helping everyone to integrate physical activity into their daily lives where possible. It is appreciated that not everyone will be able to do this.

³ Public Health England - Working To Promote Active Travel 2016

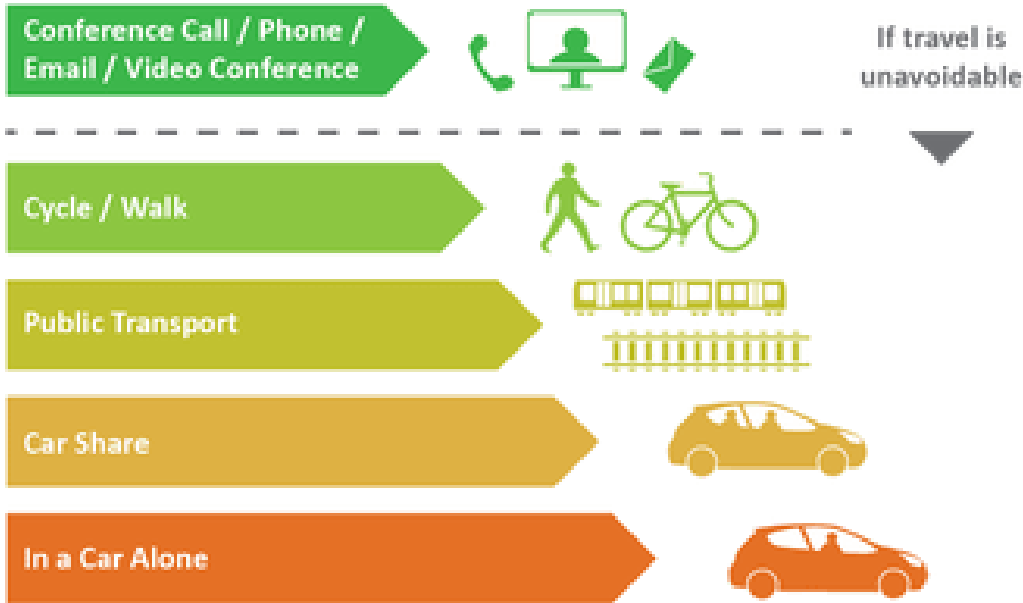
⁴ <https://www.adur-worthing.gov.uk/sustainable-aw/carbon-reduction/>

- to reduce carbon emissions related to transport
- to reduce local air pollution associated with road transport that cause poor air quality such as particulates and nitrogen dioxide
- to support a reduction in single occupancy car use

4. Sustainable Travel Hierarchy

- 4.1 The Sustainable Travel Hierarchy is there as a tool to help employees to think about whether they could adapt their current travel habits, rather than choosing to drive as the default.
- 4.2 Before embarking on any journey, it is the responsibility of all employees to ensure the most active, low carbon and cost-effective means of travel is used whenever possible. There is useful information on the intranet, including [maps to help calculate how long it takes to walk or cycle](#). Employees can calculate their carbon footprint for various travel options using a [carbon calculator](#).
- 4.3 Making no journey provides the best financial and environmental savings, however it is recognised that some business travel is useful and necessary for the effectiveness of the Councils. The Sustainable Travel Hierarchy (p5) helps employees select the most suitable mode of travel by:
- Avoiding travel wherever possible through use of technology such as audio and web conferencing
 - Prioritising and increasing the use of active travel (walking and cycling) and public transport
 - Minimising the impact of road travel through the use of low emission vehicles, car sharing and [eco-driving](#)
 - Minimising the use of employee-owned vehicles through provision of low carbon managed pool cars.
- 4.4 We expect employees to take a pragmatic approach in deciding which mode of transport to use for any journeys. For example, if a journey would take longer by cycling than the same journey by car, but is a reasonable amount of time then we would encourage that change. However, if a journey would be deemed as much quicker by car than by other modes of transport then we would anticipate that the individual would use a car (ideally a pool car). However, congestion on the roads coupled with limited parking spaces does mean that driving isn't always the fastest option available for all journeys. Please refer to 8.5 regarding what journeys can be done in a personal vehicle.
- 4.5 The hierarchy might not be applicable for every journey and there may be a range of disabilities that prevents everyone from being able to take this approach, however every little will help towards our goals.

Sustainable Travel Hierarchy



Does the meeting need to take place face to face?
 Can it be done over the phone or via video conferencing?

Is the meeting close enough to walk or cycle?
 You can claim 20p mileage for cycling - use an app to track the distance travelled
 You can use a Donkey Bike - FREE for staff to travel to meetings

Can you take public transport to the meeting?
 You can get discounted travel with Easit Adur & Worthing

If you need to drive, is a low carbon pool car available?
 Book a hybrid / electric pool car
 Can you share with other people going to the same meeting?

If you need to drive, can you share with others?
 Can you share with other people going to the same meeting?
 Can you attend other meetings in the area to maximise use of the journey?

5. Active Travel

- 5.1. In 2019, the Councils commissioned Sustrans to produce a [Travel Action Plan](#) to better understand how to encourage more sustainable means of travel such as walking or cycling.
- 5.2. Following the Sustainable Travel Hierarchy, active travel should be the priority for business travel wherever possible.
- 5.3. These are the schemes that can help employees become more active for their business journeys and for their commute too:

[Cycle to Work loan scheme](#) - up to 1/3 off with a tax free bike

[Donkey Bikes](#) - FREE for staff travel between Mon-Fri, 8am-6pm

[Durrington Community Cycle Project](#) - purchase a 2nd hand refurbished bike

- 5.4. Further information on cycling route maps, discounted protective clothing, the Bike User Group and other staff incentives for active travel are all available on the [intranet](#).
- 5.5. Additional incentives and support including road confidence bike training and a staff bike maintenance scheme are also being planned for 2021.
- 5.5. Facilities to enable and support employee choice for active travel are provided at multiple locations, these include showers, changing rooms, lockers and secure bike racks. Detailed information is available on the [intranet](#), including locations of bike storage and guidance on how best to secure your bike.

6. Using Public Transport

- 6.1. Following the Sustainable Travel Hierarchy, using public transport for business travel is encouraged as this helps minimise the number of cars on the road, reducing congestion and pollution. It can also give people time to relax, read, socialise and there is usually an associated walk to the bus stop or train station, so includes more physical activity too than driving a car.
- 6.2. There are a number of schemes that can support employees to use public transport for business purposes. These are also suitable for commuting:
 - [Season ticket loans](#)
 - [Easit](#) - discounted travel options, particularly around public transport and cycling

7. Pool Car Scheme

- 7.1. The Pool Car Scheme is a service for all employees based at Worthing Town Hall, Portland House, Commerce Way and the Shoreham Centre. The location and numbers

of pool cars at each site will be kept under review. Please see the [Pool Cars section on the intranet](#) for further information.

- 7.2 All pool cars are currently hybrid. Infrastructure for fully electric pool cars will be built into the WICC development and all pool cars will be fully electric from Summer 2023.
- 7.3 All drivers must read the [Pool Car Hire Policy](#) and agree to share their licence, MOT and business insurance via HMRC Online. Full details about the scheme are available on the [intranet](#).
- 7.4 Pool cars should be used in preference over an individual's own car where practical to do so. This may not be the most practical option if an individual would have to drive to a Council site to collect the pool car and then travel onwards to their appointment. Please also see point 8.2.
- 7.5 When following the Sustainable Travel Hierarchy, journeys that are outside of Sussex or for a significant period of the day, should ideally be made by public transport, as long as this is also a cost effective option. If it is essential to drive then employees may consider a rental car from a local car rental contractor with approval from their Head of Service.

8. Employee Owned Vehicles

- 8.1 Adur & Worthing Councils are committed to encouraging active travel or low carbon transport for business journeys. Therefore business journeys using an employee's own vehicle are discouraged.
- 8.2 For journeys where no other practical options within the Sustainable Travel Hierarchy are available, or where an appointment can only take place on the way to the workplace and cannot be rearranged, employees may use their own vehicle for business travel and claim the casual user mileage rate. Please see the [Staff Expenses and Reimbursement Policy and Procedure](#) on the intranet for further details.
- 8.3 On site parking is no longer available whilst the WICC development is in progress. Parking is available in one of the [long-stay town centre multi-storey car parks](#). Employees can apply for a Town Centre Workers Permit for one of the multi-storey car parks where car parking fees are reduced - find out more about [Ticketless parking](#). Alternatively, employees could try and park further away from the office and walk the remaining distance.
- 8.4 Staff undertaking specified and approved job roles are eligible for the Essential Car User Allowance (ECU). The ECU Allowance remains in place, but will be reviewed in line with the principles of this policy of transitioning towards active travel and low carbon transport.
- 8.5 Employees may use their own vehicle for all journeys:
 - Where there is a certified medical condition or disability
 - If an employee has an Ultra-Low Emissions Vehicle (ULEV) - a low emission car or van that emits 75g/km CO₂ or less. ULEVs include pure electric vehicles, electric range-extender vehicles, and plug-in hybrids (PHEVs).
 - If an employee is a member of the Essential Car User scheme
- 8.6 For employees that choose to commute to work by car, there is a WSCC car sharing

scheme which employees are encouraged to join (Covid restrictions allowing). It is free and will help to reduce the number of cars on the road and also helps employees to save money on fuel and maintenance costs.

➤ [West Sussex Car Share Scheme](#)

8.7 The [Assisted Car Purchase Scheme](#) is available to provide support with finance toward a vehicle. From 2030 a national ban on buying petrol or diesel vehicles comes into force.

8.8 Where employees elect to use their own vehicle, they must obtain agreement from their Manager to do so and provide certain documentation to payroll before first using their car for business purposes. Please see the [Staff Expenses and Reimbursement Policy and Procedure](#) on the intranet for further details.

9. Taxis

9.1 Taxis are only permitted for short journeys where no other practical option within the Sustainable Transport Hierarchy is available.

10. Mileage rates

10.1 Employees can claim expenses for business mileage incurred, these mileage rates are set by [HMRC](#). Please note employees are able to claim 20p per mile for cycling too. For further detail about claiming expenses, please see the [Staff Expenses and Reimbursement Policy and Procedure](#) on the intranet.

10.2 Any mileage incurred as part of a business journey can be claimed for using the [Connect](#) system.

11. Indemnity Notice

11.1 Employees are covered by the Councils' insurance policy for employer's liability and personal accident whilst working on Council business.

12. Your Records

12.1 For HMRC purposes under self-assessment you are required to keep a copy of any mileage claims so that these can be produced to HMRC for inspection if required.

13. Payroll Records

13.1 All paperwork will be kept by payroll in a safe and secure environment.

13.2 Once the annual audit has been completed any paperwork that is not current will be confidentially destroyed.

14. Duties / Responsibilities

Who	Responsible for
Director of Digital, Sustainability and Resources	Ensuring that the Councils adopt the Staff Travel Policy
Managers	Ensuring that the requirements of this policy are complied with by their employee
Employees	Adhering to this policy and ensuring that they are authorised, competent and fit to travel.
Human Resources / Payroll	Collating and reporting business travel mileage from employee expenses for the Councils.
Sustainability Team	Reporting the Councils carbon footprint from travel, undertaking travel surveys for the Councils, providing sustainable travel advice and promoting healthy travel options
Head of Facilities and Technical Services	Managing the Councils travel and transport contracts, including pool and hire vehicles.

Signed:
Chief Executive

Date:

Signed:
UNISON

Date:

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