



ADUR & WORTHING
COUNCILS

Joint Strategic Committee
17 November 2020
Agenda Item 6

Key Decision: No

Ward(s) Affected: N/A

Leave Policy

Report by the Director for Digital Sustainability & Resources

Executive Summary

1. Purpose

- 1.1 This report seeks approval of the change to the Adur & Worthing Councils Leave Policy.
- 1.2 The amended Adur and Worthing Councils Leave Policy is attached as Appendix 1.

2. Recommendations

- 2.1 The Joint Staff Committee is recommended to approve the amended Leave Policy and for it to be implemented 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 Parental Bereavement Leave and Pay Regulations changed with effect from 6th April 2020 to implement a statutory right to a minimum of 2 weeks' leave for all employed parents if they lose a child under the age of 18, or suffer a stillbirth from 24 weeks of pregnancy irrespective of how long they have worked for their employer.
- 3.2 Parents will be able to take the leave as either a single block of 2 weeks, or as 2 separate blocks of one week each taken as different times across the first year after their child's death.

4. Issues for consideration

- 4.1 The proposal is that instead of only providing the 2 weeks bereavement leave under the specific legislation, all staff are offered up to 10 days bereavement leave as per point 7.5 of the policy (Appendix 1).
- 4.2 As there are specific rights attached to the legislative bereavement leave under The Parental Bereavement Leave and Pay Regulations, these have been detailed in Appendix A of the policy.

5. Engagement and Communication

- 5.1 Unison have been consulted with and agreed the change to the Leave Policy at JONG on 4th November 2020.

6. Financial Implications

- 6.1 Under our existing policies, the Council already allows up to 5 days bereavement leave and the cost of the first five days is already accommodated within our budgets.
- 6.2 By increasing the amount of bereavement leave under the new policy, there is the potential for additional costs where the work associated with the bereaved staff member cannot be absorbed within the workload of the team. An example of a service which would incur additional costs associated with the extra 5 days includes the waste teams where agency staff would need to be employed to cover for the missing team member. However, the costs would be relatively minor as such leave is infrequent.

7. Legal Implications

- 7.1 The Councils have various legal obligations in relation to leave arrangements for staff. These are set out in the attached Leave Policy.
- 7.2 The Leave Policy is not a contractual policy and therefore does not form part of the terms and conditions of employment.

Background Papers

- Adur & Worthing Councils Leave Policy

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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 proposal allows all staff to access the same amount of leave in relation to a bereavement of a family member.

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.