

## **SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Employment & Appeals Committee

**DATE:** 2<sup>nd</sup> July 2020

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**WARD(S):** All

### **PART I**

#### **FOR DECISION**

#### **EMPLOYMENT POLICIES AND PROCEDURES**

##### **1. Purpose of Report**

This report provides the Employment Appeals Committee with an update on the review of the HR Policies and Procedures work programme in relation to the following:

- Revised Leave Policy and Procedure

##### **2. Recommendation(s)/Proposed Action**

2.1 The Committee is requested to approve the new, revised and updated policies and procedures outlined in this report.

##### **3. Supporting Information**

3.1 The People Service has a programme of work relating to undertaking reviews of all employment policies and procedures. This programme of work is to ensure the policies and procedures:

- comply with employment legislation and any changes in statutory provisions
- reflect the council's strategic aims
- continue to reflect best practice
- are user friendly for both managers and employees
- work together cohesively
- incorporate any lessons learnt from casework.

3.2 One of the key drivers for any revisions to policies is to reflect any national changes in statutory provisions and of course, to update and incorporate any lessons learnt from casework.

3.3 A summary of the new policies and the revisions and updates to policies is outlined below.

#### **4 Leave Policy and Procedure**

4.1 The Leave Policy and Procedure was last updated in June 2014. Following a recent internal audit of the Agresso System by RSM it was identified that this policy needed to be reviewed and updated. Also new employment legislation regarding Bereavement Leave will be introduced in April this year and is now included in this policy.

4.2 In addition, the Employee Engagement Forum requested a review of the Volunteer Leave Scheme to improve and increase the current offering from 1 paid day for volunteering to 2 paid days to better promote the scheme and encourage greater uptake.

#### **5 Summary of proposed changes to Leave Policy**

5.1 A Leave Policy that provides flexibility and recognises how important our employees are to the Council's success can improve productivity, improve the workplace culture and boost employee morale. It is becoming more important for employees to achieve equilibrium in the different aspects of their lives.

5.2 A summary of the main changes to the Leave Policy is outlined below:

- New statutory Parental Bereavement Leave provision of 2 weeks leave included
- Addition of option to purchase 5 days leave (pro-rata for part time employees)
- 2 days paid leave for Foster Carers
- Volunteer leave increased to 2 days paid leave on proviso that the second day is a team volunteering event
- Special Constables and Community Firefighters one day paid leave - to attend training that cannot be taken outside working time and emergencies
- Jury Service information updated

The revised Leave Policy and Procedure is attached as Appendix 1.

#### **6. Background Papers**

None

#### **7. Appendix Attached**

Appendix 1 – Leave Policy and Procedure

Appendix 2 – Carers Support Leave Scheme