

<b>EMPLOYMENT COMMITTEE</b>	AGENDA ITEM No. 5
<b>3 DECEMBER 2015</b>	<b>PUBLIC REPORT</b>

Cabinet Member(s) responsible:	Cllr Seaton, Cabinet Member for Resources	
Contact Officer(s):	Mandy Pullen, Assistant Director Human Resources	Tel. (01733) 384500

## CHANGES TO EMPLOYEE POLICIES AND PROCEDURES

R E C O M M E N D A T I O N S	
<b>FROM:</b> Trade Union Representatives	<b>Deadline date :</b> N.A.
<p>It is recommended that Employment Committee agrees to implement the following employment policy and procedures.</p> <p>i) Smoke Free Policy (Appendix 1);  ii) Adoption Policy (Appendix 2)</p>	

### 1. ORIGIN OF REPORT

- 1.1 This report is submitted to the Employment Committee following agreement from members of the Joint Consultative Forum.

### 2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to ensure that the Council maintains up to date and legal employment policies.
- 2.2 This report is for the Committee to consider under its Terms of Reference No. 2.3.1.2 'to determine employee procedures, including dismissal procedures' and 2.3.1.4 'to determine local terms and conditions of employment for employees'.

### 3. TIMESCALE

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If Yes, date for relevant Cabinet Meeting	<b>N/A</b>
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### 4. BACKGROUND

#### Smoke Free Policy

- 4.1 The Smoke Free policy required updating to take account of statutory changes and also to incorporate information about electronic cigarettes. The policy remains the

same, that there should be no smoking at all on council property and that any smoking break taken is unpaid. The document also signposts employees that do want to give up smoking to internal and external sources of help and support.

### **Adoption Scheme**

- 4.2 The adoption scheme has been amended to ensure that employees on adoption leave receive equity with employees on maternity leave. As an organisation that has responsibility for the fostering and adoption of children and young people it is important that we support appropriately our own staff who take adoption leave. The proposal is that eligible staff will receive 6 weeks full pay as Occupational Adoption Pay if they return to work for at least three months following the adoption leave. This is the same entitlement as that payable to women on maternity leave.

## **5. CONSULTATION**

- 5.1 The joint trade unions were consulted on both policies at the Joint Consultative Forum meeting on 15 October 2015.

## **6. ANTICIPATED OUTCOMES**

- 6.1 Implementation of the Smoke Free policy will ensure that the employees are fully aware of the expectations placed on them in respect of smoking at work.
- 6.2 Agreement to the Adoption policy will result in complete equity for staff taking either maternity or adoption leave.

## **7. REASONS FOR RECOMMENDATIONS**

- 7.1 These proposed changes are to ensure the Council operates within relevant employment legislation and is forward thinking in respect of its approach to the needs of its employees.

## **8. ALTERNATIVE OPTIONS CONSIDERED**

- 8.1 The previous adoption policy did not allow for occupational adoption pay. Having considered our position this no longer seemed appropriate. It was also not in accordance with the council priorities in respect of children.

## **9. BACKGROUND DOCUMENTS**

*Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985).*

- Paternity and Adoption leave amendment regulations 2014
- Paternity and Adoption leave regulations 2002
- Smoke Free (Premises and Enforcement) Regulation 2006
- Smoke-free (Exemptions and Vehicles) Regulations 2007

## **10. APPENDICES**

- Smoking Policy (Appendix 1)
- Adoption Scheme (Appendix 2)