

EXECUTIVE COMMITTEE

21st February 2012

EMPLOYMENT POLICIES – SPECIAL LEAVE

Relevant Portfolio Holder	Cllr Michael Braley, Portfolio Holder, Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	None
Ward Councillors consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To seek the Committee's approval of the revised Special Leave policy that has been developed and provisionally agreed by the Corporate Management Team (CMT) and Trade Union Representatives.

2. RECOMMENDATIONS

The Committee is asked to RESOLVE that

the Special Leave policy attached to the report at Appendix 1 be approved and adopted.

3. KEY ISSUES

- 3.1 As Members may be aware, Officers and Unions have been working together to review a number of employee related policies over the last 12 months. A number of policies were reported to the Executive Committee on 2nd and 23rd August 2011. The policy attached to this report is in addition to those already approved.
- 3.2 This report includes the proposed revised policy developed and agreed with the Trade Unions with regard to the special leave arrangements available to employees to support them in dealing with unforeseen circumstances.
- 3.3 Officers recognise that from time to time employees will encounter unforeseen or unexpected situations which will create the need to take leave at short notice. Although employees are encouraged to take annual leave or flexi-time in the first instance, circumstances may mean that this is not possible or appropriate.
- 3.4 The proposed policy would enable employees to request unlimited special unpaid leave, a change from the current limited paid leave, to deal with situations such as family or domestic emergencies. This is in line with an employee's rights to reasonable time off.

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Currently there is a provision of 5 days paid leave in a 12-month period. However, this provision is open to abuse and is no longer felt to be sustainable from either a business or financial perspective.

- 3.5 In addition the policy provides employees with up to 5 days paid bereavement leave in a 12-month period following the loss of a close relative or dependant. Further details of the policy are attached at **Appendix 1**.

Financial Implications

- 3.6 None as a direct result of this report.

Legal Implications

- 3.7 All proposed changes to employee related policies have been developed in conjunction with Union representatives in accordance with employment legislation. In addition Officers have considered the following in developing the proposed policies:

- a) Working Time Regulation 2007.
- b) National agreement on pay and conditions of service for Local Government Services.
- c) Employment Rights Act 1996.
- d) Employment Relations Act 2004.
- e) Trade Union and Labour Relations (consolidation) Act 1992.

Service / Operational Implications

- 3.8 The proposed revised policy has been negotiated and agreed with Union representatives.

Customer / Equalities and Diversity Implications

- 3.9 Assessments have been made across all proposed policies to identify any equality issues. These have been discussed with the Union representatives and further analysis of impact has been undertaken where required.

4. RISK MANAGEMENT

The proposed policy reflects the changes required to ensure a consistent approach to employee related matters.

5. APPENDICES

Appendix 1 – Proposed Special Leave Policy

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6. BACKGROUND PAPERS

Previous employment-related policies.
Exempt / confidential minutes / documents from negotiations with
Union representatives.

AUTHOR OF REPORT

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