

# Notice of Meeting

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## Delegated Officer Decisions

**Wednesday, 1st April, 2015**

Date of despatch of Agenda: 01 April 2015

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Stephen Chard on 01635 519462  
e-mail: [schard@westberks.gov.uk](mailto:schard@westberks.gov.uk)

Further information and Minutes are also available on the Council's website at  
[www.westberks.gov.uk](http://www.westberks.gov.uk)



WestBerkshire  
C O U N C I L

**To:** All Councillors

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# Agenda

## Part I

**Page No.**

1      **Shared Parental Leave Policy**

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Andy Day  
Head of Strategic Support

West Berkshire Council is committed to equality of opportunity. We will treat everyone with respect, regardless of race, disability, gender, age, religion or sexual orientation.


If you require this information in a different format or translation, please contact Moira Fraser on telephone (01635) 519045.

# Agenda Item 1

## Request for Approval by Chief Executive - HR Policies and Procedures

<b>Date</b>	30 <sup>th</sup> March 2015										
<i>Following the resolution of the Council meeting held on 14<sup>th</sup> December 2006 to delegate decision making power to approve new or revised HR policies and/or procedures to the Chief Executive, approval is sought for the following policies and/or procedures:</i>											
<b>Type of documentation for approval</b>	<table> <tr> <td><b>New policy</b></td><td><input checked="" type="checkbox"/></td></tr> <tr> <td><b>Revised policy</b></td><td><input type="checkbox"/></td></tr> <tr> <td><b>New procedure</b></td><td><input type="checkbox"/></td></tr> <tr> <td><b>Revised procedure</b></td><td><input type="checkbox"/></td></tr> <tr> <td><b>Other</b></td><td><input type="checkbox"/></td></tr> </table>	<b>New policy</b>	<input checked="" type="checkbox"/>	<b>Revised policy</b>	<input type="checkbox"/>	<b>New procedure</b>	<input type="checkbox"/>	<b>Revised procedure</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/>
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<b>New procedure</b>	<input type="checkbox"/>										
<b>Revised procedure</b>	<input type="checkbox"/>										
<b>Other</b>	<input type="checkbox"/>										
<b>Title</b>	Shared Parental Leave and Pay										
<b>Contact Name</b>	Jane Milone/Katie Penlington										
<b>Background (Including reasons for new/revised policy/procedure)</b>	<p>The Shared Parental Leave Regulations came into force on 1st December 2014. The regulations entitle eligible parents of babies due, or children placed for adoption, on or after 5 April 2015 to take shared parental leave (SPL). It provides both parents with the opportunity to consider the best arrangement to care for their child during the child's first year.</p> <p>Shared Parental Leave replaces Additional Paternity Leave (Ordinary Paternity Leave and unpaid Parental Leave remain in effect).</p> <p>The entitlement criteria and notification of eligibility and intention to take shared parental leave are extremely complex, with specific timescales for action by employees and managers. The <a href="#">Acas guide 'Shared Parental Leave: good practice guide for employers and employees'</a> clarifies the requirements.</p> <p>It is therefore proposed that the WBC Policy should set out the Council's approach to SPL on discretionary aspects of SPL (such as entitlement to occupational payments and notification procedures) and provide a link to the Acas guide which can be used as a step by step guide when an employee is considering taking SPL.</p>										

### **Request for Approval by Chief Executive - HR Policies and Procedures**

<b>Consultation details</b>	<p>The unions have been consulted (on 25<sup>th</sup> March), but have not yet responded.</p> <p>The main discretionary policy aspects are in line with existing agreed procedures for maternity and adoption leave and pay, and so should not be controversial.</p> <p>However, it is proposed that the Council does not opt to make occupational payments for parents on SPL. Such parents will be entitled to statutory payment only.</p> <p>[Note that the mother/adopter will continue to be able to access her/his full entitlement to OMP or OAP as long as she/he does not return to work before the expiry of that entitlement (normally 18 weeks).]</p> <p>It is open for the unions to raise the issue of occupational payments for SPL at a later date if they wish the Council to consider it.</p> <p>The policy needs to be in place for 5<sup>th</sup> April 2015.</p>
<b>Other Options Considered</b>	n/a – this is a statutory change which we are required to implement.
<b>Appendices</b>	SPL policy – draft March 2015
<b>Scheme of Delegation Ref:</b>	3.3.6 (c)
<b>Approved by the Chief Executive</b>	Signature 
<b>Date Decision Made</b>	01 April 2015
<b>Date from which procedure and advice notes will be effective</b>	<b>Date Decision Implemented – 14 April 2015</b>

This decision is eligible to be 'called-in'. However, if the decision has not been 'called-in' by 5.00pm on 14 April 2015, then it will be implemented.

**Request for Approval by Chief Executive - HR Policies and Procedures**

*If you have any queries regarding this decision, please contact:*

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*Job Title: HR Manager*

*Tel: 01635 519238*

*Email: [jmilone@westberks.gov.uk](mailto:jmilone@westberks.gov.uk)*

