


Request for Approval by Chief Executive - HR Policies and Procedures

Date	30 th March 2015										
<i>Following the resolution of the Council meeting held on 14th 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>											
Type of documentation for approval	<table> <tr> <td>New policy</td><td><input checked="" type="checkbox"/></td></tr> <tr> <td>Revised policy</td><td><input type="checkbox"/></td></tr> <tr> <td>New procedure</td><td><input type="checkbox"/></td></tr> <tr> <td>Revised procedure</td><td><input type="checkbox"/></td></tr> <tr> <td>Other</td><td><input type="checkbox"/></td></tr> </table>	New policy	<input checked="" type="checkbox"/>	Revised policy	<input type="checkbox"/>	New procedure	<input type="checkbox"/>	Revised procedure	<input type="checkbox"/>	Other	<input type="checkbox"/>
New policy	<input checked="" type="checkbox"/>										
Revised policy	<input type="checkbox"/>										
New procedure	<input type="checkbox"/>										
Revised procedure	<input type="checkbox"/>										
Other	<input type="checkbox"/>										
Title	Shared Parental Leave and Pay										
Contact Name	Jane Milone/Katie Penlington										
Background (Including reasons for new/revised policy/procedure)	<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 Acas guide 'Shared Parental Leave: good practice guide for employers and employees' 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>										

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Consultation details	<p>The unions have been consulted (on 25th 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 5th April 2015.</p>
Other Options Considered	n/a – this is a statutory change which we are required to implement.
Appendices	SPL policy – draft March 2015
Scheme of Delegation Ref:	3.3.6 (c)
Approved by the Chief Executive	Signature 
Date Decision Made	01 April 2015
Date from which procedure and advice notes will be effective	Date Decision Implemented – 14 April 2015

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.

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

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