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# Maternity Procedure

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<b>Committee considering report:</b>	Delegated Officer Decision
<b>Date of Committee:</b>	10 December 2019
<b>Portfolio Member:</b>	Councillor Howard Woollaston
<b>Report Author:</b>	Katie Penlington
<b>Forward Plan Ref:</b>	DOD3863

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## 1. Purpose of the Report

- 1.1 To seek approval for amendments to the Maternity Procedure.
- 1.2 The procedure was due a scheduled review and has been amended to reflect current legislation and best practice.
- 1.3 Amendments to the Maternity Procedure:
  - (1) Additional wording in section six to clarify that employees should inform their manager/head teacher of premature birth, and the requirement for payroll to confirm the change in end of maternity leave in cases of premature birth or where the employee decides to change their maternity leave start date
  - (2) Addition at 11.5 to state the requirement to offer suitable alternative work during the day or to suspend on full pay until the danger has passed where a medical practitioner or midwife certifies that a woman who is pregnant, is breast feeding or has given birth in the last six months should not work at night.
  - (3) Amendment to 20.7 to reflect closure of the childcare voucher scheme
  - (4) Updated the amount of statutory maternity pay to reflect the current amount
  - (5) Clarification at 13.3 around payment of essential car user allowance.
  - (6) Clarification in section 16 around returning to work and that the last date of employment following resignation is the date notice expires.
  - (7) Clarification at 13.5 around occupancy and payments where an employee has an occupancy agreement
  - (8) Addition of a data protection statement at section 19

## 2. Recommendation

- 2.1 The Chief Executive is recommended to approve the Maternity Procedure.

## 3. Implications

- 3.1 **Financial:** N/A

## Maternity Procedure

- 3.2 **Policy:** Addition of wording around occupancy agreements following consultation with Legal Services
- 3.3 **Personnel:** N/A
- 3.4 **Legal:** Addition of wording around occupancy agreements following consultation with Legal Services
- 3.5 **Risk Management:** N/A
- 3.6 **Property:** N/A
- 3.7 **Other:** N/A

## 4. Other options considered

4.1 None; the amendments to the Maternity Procedure are relatively minor and reflect changes in legislation and best practice.

## Appendices

4.2 Appendix A – Maternity Procedure