

Title of report	People Management Policies
Public/Confidential	Public
Summary/purpose of report	To ask Council to approve the Family Friendly and Agile Working policies.
Recommendations	The Council is asked to approve: <ul style="list-style-type: none"> the Family Friendly Policy the Agile Working Policy.
Author	Lucy Finn, Head of Human Resources
Responsible Officer	Lynn Murray, Interim Director, Finance and Resources
Link to Strategic Plan	<p>The information in this report links to:</p> <p>Outcome 1: People who use services are protected by ensuring the regulated workforce is fit to practise.</p> <p>Outcome 2: The SSSC supports and enhances the development of the registered workforce to deliver high standards of practice and drive improvement.</p> <p>Outcome 3: Our workforce planning activities support employers, commissioners and policy makers to deliver a sustainable, integrated and innovative workforce.</p> <p>Outcome 4: The social work, social care and early years workforce is recognised as professional and regulated and valued for the difference it makes to people's lives.</p>
Link to Risk Register	<p>Risk 3: We fail to meet corporate governance, external scrutiny and legal obligations.</p> <p>Risk 5: We fail to develop and support SSSC staff appropriately to ensure we have a motivated and skilled workforce or have insufficient staff resources to achieve our strategic outcomes.</p>
Impact assessments	1. An Equalities Impact Assessment (EIA) was developed.

	<p>2. A Data Protection Impact Assessment (DPIA) was not required.</p> <p>3. A Sustainability Impact Assessment (SIA) was not required.</p>
Documents attached	<p>Appendix 1: Family Friendly Policy</p> <p>Appendix 2: Agile Working Policy</p>
Background papers	Council Report 22/2022 with Appendix

EXECUTIVE SUMMARY

1. We ask Council to approve the Family Friendly and Agile Working policies.

Family Friendly Policy

2. This policy updates and incorporates existing policies on maternity leave, adoption leave, parental leave and maternity support leave (now entitled paternity leave). The policy now incorporates provision for employees to take Shared Parental Leave. We are committed to creating an inclusive and supportive environment for parents and those with parental responsibilities.
3. This updated policy improves our current provision for family leave to better reflect sector terms for paid time off.

Agile Working Policy

4. We have updated this policy to strengthen language to make requirements clearer for managers and other employees following feedback from the Council meeting on 26 May 2022.

Policy Timetable

5. We have updated due dates for the people management policies in the Policy and Strategy Timetable, which forms Appendix 1 to the Council calendar of business 2022/23.

FAMILY FRIENDLY POLICY

6. Employees have statutory rights to paid time off for certain life events such as giving birth, adopting a child or taking time off to support a child. Specific legislative provision exists for maternity leave, adoption leave, parental leave and paternity leave.
7. We have existing separate maternity, adoption, parental leave and maternity support leave policies. The Family Friendly Policy combines these into a single document and updates the language and style to reflect our Style Guide.
8. We provide an enhanced level of paid leave above the statutory minimum where employees meet certain criteria. This is a common practice in the private, public and third sectors.
9. We have benchmarked against other public sector bodies and found that our benefits for maternity and adoption leave are less than comparable organisations. We have therefore included the enhanced provisions in the revised policy as set out below.
10. We pay maternity and adoption pay at the same enhanced rate ie six weeks at 90% of salary, 12 weeks at 50% of salary plus statutory pay

(£156.66 per week), 21 weeks at statutory pay. This proposal would change this to six months full pay followed by 13 weeks at £156.66.

11. We pay paternity pay at the rate of full pay for the first week and at the statutory rate for the second week. This proposal would change this to two weeks at full pay.
12. We do not currently have a stated policy for paid time off for those employees who take shared parental leave. The Family Friendly Policy rectifies this by reflecting the equivalent provision offered for those taking maternity or adoption leave.
13. We have completed the remaining headings in this report for the Family Friendly Policy and the report to the Council meeting on 26 May 2022 contains information for the Agile Working Policy.

CONSULTATION

14. We have externally benchmarked with other public bodies and non-departmental public bodies for the Family Friendly Policy. This identified that our paid leave provisions are less than comparable organisations. We have not identified any other significant differences.
15. We have conducted internal consultation with the Operational Management Team, Executive Management Team, Partnership Forum and short-term working group with Council Members to review people management policies. We have maintained a consultation log which shows that comments, suggestions and changes mainly related to clarification of wording and language to make the policy clearer. The short-term working group identified that Council is likely to weigh up the benefits to employees of enhanced financial provisions with the cost to the organisation given future funding constraints.

RISKS

16. We have an averse risk appetite for risk 3: We fail to meet corporate governance, external scrutiny and legal obligations. We have an averse appetite for risk 5: We fail to develop and support SSSC staff appropriately to ensure we have a motivated and skilled workforce to achieve our strategic outcomes.
17. This policy improves our current terms to match the terms of comparable organisations. This will help to reduce the risk of employees moving to other organisations for better terms. The improved terms that we offer make us more attractive as an employer and will help us to recruit and retain employees to meet our resource requirements.

18. This policy informs managers and employees of their rights and obligations. There are legal, financial and reputational risks to the SSSC if we do not operate processes appropriately. These policies mitigate these risks by establishing clear principles, processes and guidance to manage these situations.

IMPLICATIONS

Resourcing

19. The introduction of enhanced provisions for Shared Parental Leave to match the equivalent provisions of maternity and adoption leave will increase the organisational cost per person for each person who takes that type of leave. In 2020 and 2021 no-one took this type of leave.
20. In 2020 thirteen people took maternity leave and in 2021 six people took this leave. One person took adoption leave for the same period. We do not know the number of people who will take this leave each year or their salary band. The projected cost per employee based on an average salary of £35,000 is £6,667. Based on an average of ten people taking maternity/ adoption or shared parental leave, the projected annual cost is £66,670. We would need to meet this cost within agreed budget.
21. The provision of advice, support and guidance to implement this policy will not materially change and we can meet it from within existing resource.

Compliance

22. This policy considers the employment, health and safety and legal implications regarding family leave. This policy does not amend the contractual terms and conditions of employees.
23. The Family Friendly Policy complies with our legal obligations and ACAS guidance.

IMPACT ASSESSMENTS

Equalities

24. We have developed an EIA for the Family Friendly Policy. This policy does not discriminate against employees and we did not find any major implications after carrying out the assessment. The assessment identifies that the policy supports our commitments to promoting inclusion and diversity.

CONCLUSION

25. The Family Friendly Policy will help us to meet our legal obligations to provide parental leave and to meet our Public Sector Equality Duties. This

policy is expected to help us to attract and retain staff. The potential financial implications of this policy are set out in the resources section.

26. We recommend that Council approves the Family Friendly Policy and the Agile Working Policy.