

REPORT TO PERSONNEL COMMITTEE

STAFF HANDBOOK 2022



Report Reference P-22-04
Meeting Date 13th September 2022
Agenda Item 5
Prepared by Town Clerk

1.0 BACKGROUND

An updated version of the Staff Handbook has been provided. This updates various sections to reflect the reintroduction of *Green Book* terms of service. Additionally, a section on home working is added.

Amendments have been made to the following sections:

- Payment during sickness absence
- Adoption Leave
- Home working (new)
- Holiday (Annual Leave)
- Jury Service and Public Duties
- Maternity Leave
- Maternity Support Leave (new)
- Medical Examinations

2.0 HOME WORKING POLICY

A new policy on home working has been included for consideration. The aim of the policy is to regularise home working arrangements and provide a consistent approach for all staff. It recognises that many roles would be suitable for home working arrangements but that the majority of working time being in the office is necessary to ensure a strong team.

3.0 MATERNITY SUPPORT LEAVE PAY

With respect to the policy on Maternity Support Leave the committee has choices to make with respect paid leave:

- a) The committee may allow the accompanying person to attend two ante-natal appointments with pay or without pay. The statutory provision is that it is unpaid, the *Green Book* notes that employers may grant additional time off/set its own policy. Noting the infrequency of such appointments it is recommended this be paid.
- b) The committee may elect to pay the second week of maternity support leave (paternity leave) rather than it be at the rate of statutory paternity pay. Again, noting the infrequency of such leave it is recommended that paid leave be considered.

4.0 DECISION REQUIRED

The committee should consider the approval of the revised Staff Handbook.