
Report to Council

Date of Meeting: 28 June 2018

Subject: HR Policies: Family Friendly Policy

Report by: Head of Resources and Governance

1.0 Purpose

- 1.1. This paper seeks Council approval of the revised staff Family Friendly policy which has been developed by a management and trade union policy group.
- 1.2. It is intended that these policies and associated procedures shall apply to all Council staff.

2.0 Recommendations

- 2.1. Council is invited to agree the revised staff Family Friendly policy.

3.0 Considerations

- 3.1. In order to ensure collaborative and partnership working a policy group was created which comprised representatives from management and trade unions.
- 3.2. The aim of the policy group is provide a forum to enable effective joint discussions between management and trade union representatives on the modernisation of HR/OD policies and procedures within Clackmannanshire Council.
- 3.3. The overarching aim of the policy review is to ensure that all policies comply with current legislation and good practice.
- 3.4. A further key objective of the review is that our processes are clearly understood by all parties and are applied consistently, equitably and within reasonable timeframes across the Council.
- 3.5. The outputs of the policy group are overarching statements of policy and principles in respect of Family Friendly legislation and steps to be followed in relation to each of the areas encompassed as part of this policy. The revised policy consolidates and updates policies on maternity leave, maternity support leave, paternity leave, shared parental leave, adoption leave and parental leave. It outlines provisions in terms of statutory requirements and council enhancements.

- 3.6. The policies were discussed with elected members at the tripartite group held on 30th May and comments and questions were received and noted or answered. Tripartite agreed that the policies be submitted for formal approval. The policy has been made available to elected members in their group rooms and subject to Council approval will be published on Connect.
- 3.7. It is intended that the new policy becomes effective from the date of formal approval by Council.

4.0 Sustainability Implications

- 4.1. There are no sustainability implications arising from this report.

5.0 Resource Implications

5.1. Financial Details

- 5.2. There are no financial implications arising from the recommendations set out in the report.
- 5.3. Staffing
- 5.4. There are no implications of additional staff resource arising from the recommendations set out in this report.

6.0 Exempt Reports

- 6.1. Is this report exempt? No X

7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities** (Please double click on the check box)

- The area has a positive image and attracts people and businesses
- Our communities are more cohesive and inclusive
- People are better skilled, trained and ready for learning and employment
- Our communities are safer
- Vulnerable people and families are supported
- Substance misuse and its effects are reduced
- Health is improving and health inequalities are reducing
- The environment is protected and enhanced for all
- The Council is effective, efficient and recognised for excellence

(2) **Council Policies** (Please detail)

8.0 Equalities Impact

- 8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations? Yes

9.0 Legality

- 9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

10.0 Appendices

- 10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

None

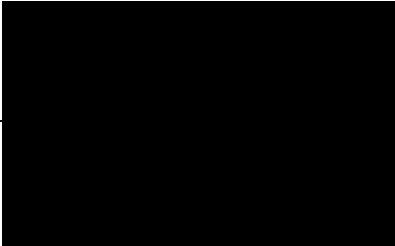
11.0 Background Papers

- 11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered) No

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Diana Kerr	HR Business Partner	2180

Approved by

NAME	DESIGNATION	SIGNATURE
Stephen Coulter	Head of Resources & Governance	
Nikki Bridle	Chief Executive (Acting)	

