

Summary Table for HR Committee November 2022

Key: **Yellow** means we have flagged for information / awareness as there is a change to one or more of the District Councils

Blue means a change to the existing previously agreed SCC policy requiring approval by HR Committee

| Policy | Points to Note | Suggested Approval Route |
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| <p>Adoption</p> | <p>We are seeking formal approval of this policy with the exception of Contractual Adoption Pay (CAP). This is due to MDC offering 100% pay for the first six weeks for both Adoption & Maternity. We have proposed to pay at 90% for this period, which is consistent with Green Book and the other four partner employers. While numbers of employees taking Adoption Leave are relatively low (8 employees at MDC in the last 3 years), we know a higher number take Maternity Leave meaning there will be greater financial implications, and we wish to be consistent across both policies.</p> <p>As a result of our proposal, Unison intend to ballot their members and consequently we will need to re-visit this term when they have done so.</p> <p>Other points to note:</p> <p>We have kept the SCC pre-appointments entitlement of 5 paid appointments for both the Primary and Secondary Adopters – District Councils provide 5 paid appointments for the Primary Adopter and 2 unpaid appointments for the Secondary Adopter. This is unlikely to become a concern financially as adoptive parents are a smaller group and nothing extra is paid out, this is simply a change to the way in which paid time is used.</p> <p>Eligibility in some Districts is to have worked for 26 weeks ahead of Adoption Leave, this</p> | <p>Flagged for information as a (favourable) change to one or more District Councils only (not SCC)</p> <p>With the exception of CAP (not currently seeking approval of this, see opposite)</p> |

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| | has been updated to the preferable terms as used at SCC of a day one right to take leave (26 weeks service continues to be required for payment for that leave). | |
| Capability | <p>Main change is that SCC currently has a verbal warning, written warning, final written warning, and then dismissal whereas all other councils have just the following 3 – written warning, final written warning, dismissal.</p> <p>We are therefore recommending streamlining to the procedure the majority use (3 stages) which is also consistent with Acas guidance.</p> <p>Only one Verbal Warning has been issued in the past 2 years by SCC.</p> | Committee to consider proposed removal of verbal warnings as a change from SCC policy |
| Compassionate Leave | <p>Aligned to the more favourable of partners' existing policies (including SCC)</p> <p>SDC uses the term 'compassionate leave' to refer to paid emergency time off, so for SDC this is a change of terminology (we have gone with the majority).</p> <p>Some DC's offered 5 days; we have proposed the more generous 10 days currently offered by SCC & SWT (and this is consistent with the Integrated Care Strategy proposals too).</p> <p>Some DC's only apply compassionate leave to death of a near relative; we have proposed the more generous entitlement to also cover serious illness.</p> | Flagged for information as a (favourable) change to one or more District Councils only |
| Emergency Time off for Dependents | <p>SDC currently offer 5 days of paid leave for close dependants in addition to the statutory unpaid entitlement.</p> <p>We believe that while the new policy only offers the statutory unpaid leave, this is balanced out by the increase for SDC (and others) in compassionate leave entitlement from 5 to 10 days per annum (pro rata).</p> | Flagged for information as a (detrimental) change to one or more District Councils only |
| Maternity | We are seeking formal approval of this policy with the exception of Contractual | With the exception of |

Appendix 1

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| | <p>Maternity Pay (CMP) in line with Adoption Leave above.</p> <p>Updated to eliminate gendered wording as far as possible.</p> <p>Neonatal leave added as this is very likely to become legislative in 2023.</p> <p>Also offering paid time off for those breastfeeding/expressing upon returning to work.</p> | <p>CMP, see Adoption Leave above.</p> <p>Committee to consider addition of neonatal leave and breastfeeding paid time off.</p> |
| Paternity | <p>In this policy we have offered 2 paid antenatal appointments, this does not come from any of the 5 councils, but the Policy Team felt it would show SC's commitment to those starting a family with a negligible cost implication, this has been replicated for those becoming parents via surrogacy in the Adoption Policy.</p> | <p>Committee to consider proposed change of 2 antenatal appointments as paid rather than unpaid.</p> |
| Sickness Absence (Contractual Sick Pay) | <p>All 4 Districts pay Occupational Sick Pay in line with Green Book provisions (see below) with the exception of SCC, who applied less favourable terms to the top 3 tiers in 2014 in relation to their half pay entitlement at each stage (shown in red below). We are proposing to revert back to Green Book for these top 3 tiers to ensure fairness, consistency and support to any employee needing to take sick leave.</p> <p>During 1st year of service - 1 month's full pay and (after completing 4 months' service) 2 months half pay / 1 month's half pay after 6 months service</p> <p>During 2nd year of service - 2 months' full pay and 2 months' half pay / 1 month's half pay</p> <p>During 3rd year of service – 4 months' full pay and 4 months' half pay / 2 months' half pay</p> <p>During 4th and 5th year of service – 5 months' full pay and 5 months' half pay / 2 months' half pay</p> <p>After 5 years' service – 6 months' full pay and 6 months' half pay / 3 months' half pay</p> | <p>Committee to consider given financial implications.</p> |
| Standards of | <p>All councils have this policy although some were longer than others. As the main points</p> | <p>Flagged for information</p> |

Appendix 1

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| <p>Conduct</p> | <p>of this were agreed in 1993 by the Local Authority Management Board this has stayed largely similar.</p> <p>Some sections have been reduced as they have their own policies which will be linked into the document, for example Equal Opportunities, Health & Safety, and Gifts & Hospitality.</p> <p>SWT and MDC had grades at which second jobs were not allowed under any circumstances, as 3 councils did not have this we have removed any such caveat and instead expect all second jobs to be declared and discussed in terms of suitability as per the process outlined.</p> | <p>as a (favourable) change to 2 District Councils</p> |
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