

EAST HERTS COUNCIL

LOCAL JOINT PANEL 19 FEBRUARY 2013

HUMAN RESOURCES COMMITTEE 20 MARCH 2013

REPORT BY HEAD OF PEOPLE, ICT AND PROPERTY SERVICES

MATERNITY, PATERNITY AND ADOPTION POLICY

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

To approve the revised Maternity, Paternity and Adoption Leave Policy.

<u>RECOMMENDATIONS FOR LOCAL JOINT PANEL: That:</u>	
(A)	The revised Maternity, Paternity and Adoption Leave Policy be supported for approval;
<u>RECOMMENDATIONS FOR HUMAN RESOURCES COMMITTEE: That:</u>	
(A)	The revised Maternity, Paternity and Adoption Leave Policy be approved

1.0 Background

1.1 The Council's Maternity, Paternity and Adoption Leave Policy was last reviewed in 2007. The Council's programme of policy review is after two years or sooner in line with legislation and best practice.

2.0 Report

2.1 **Key changes**

2.2 The policy has been updated to reflect various changes in legislation, including those regarding additional paternity leave, adoption leave, accrual of Bank Holidays, KIT days and payment

of childcare vouchers. The section on Parental Leave has also been extended.

- 2.3 Several new appendices are attached to the policy, including a Maternity Timeline, Maternity Leave Checklist and a KIT day claim form.
- 2.4 The policy complies with the provisions in the NJC Green Book, Equality Act 2010, Additional Paternity Leave Regulations 2010 and Additional Paternity Leave (Adoptions from Overseas) Regulations 2010.
- 2.5 Legal advice has been sought regarding the changes to this policy.
- 2.6 The revised Maternity, Paternity and Adoption Leave Policy can be found at Essential Reference Paper 'B'.
- 3.0 Implications/Consultations
- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

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