

**RAUNDS TOWN COUNCIL**  
**PERSONNEL COMMITTEE**

Minutes: 21 June 2016: Start Time 4.30pm

**PRESENT**

Cllr S Hughes (Chair), Cllr H Howell, Cllr N Beck, Cllr R Jeffs, Cllr Davidson-Jeffs.

**IN ATTENDANCE**

Ms Kate Houlihan, Town Clerk (Minutes)

- 95.16 To elect a Chairman of the Personnel Committee.**  
**RESOLVED** that Cllr S Hughes be elected as Chairman of the Personnel Committee.
- 96.16 To elect a Vice-Chairman of the Personnel Committee.**  
**RESOLVED** that Cllr Davidson-Jeffs be elected as Vice-Chairman of the Personnel Committee.
- 97.16 To Receive Apologies For Absence.**  
None received.
- 98.16 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**  
None received.
- 99.16 Notification of members questions in compliance with the council's standing orders.**  
None received.
- 100.16 Declarations of Interest.**  
COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND LEAVE THE MEETING FOR THAT ITEM.  
None received
- 101.16 Minutes:** confirm the minutes of the Personnel Committee meeting held 23 February 2016.  
  
**RESOLVED** that the minutes of the Personnel Committee meeting held 23 February 2016 be confirmed as a true record.
- 102.16 Alcohol Policy:** To review the Council's alcohol policy  
  
Members reviewed the Alcohol Policy and considered the minor amendments proposed by the Council's personnel advisors. (Appendix 1).  
  
**RESOLVED** to recommend to the Full Council that the Alcohol Policy be adopted as shown in Appendix 1.

**103.16 Equal Opportunities:** To review the Council's equal opportunities policy.

Members reviewed the Equal Opportunities Policy and considered the minor amendments proposed by the Council's personnel advisors. (Appendix 2).

**RESOLVED to recommend to the Full Council that the Equal Opportunities Policy be adopted as shown in Appendix 2.**

**104.16 Maternity Policy:** To review the Council's Maternity Policy.

Members reviewed the Maternity Policy and considered the minor amendments proposed by the Council's personnel advisors. (Appendix 3).

**RESOLVED to recommend to the Full Council that the Maternity Policy be adopted as shown in Appendix 3.**

**105.16** *The press and public will be excluded from the following agenda item due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960*

**RESOLVED that the public and press be excluded.**

**106.16 To receive a report on Pensions and automatic enrolment.**

**Members considered and discussed the report of the Clerk as shown in Appendix 4.**

- a) That the Personnel Committee notes that the Local Government Pension Scheme is to being used for automatic enrolment.
- b) That postponement is used for a 3 month period for all new staff and existing staff not already in the pension scheme. (note existing staff can opt into the scheme during this time but they will not be automatically enrolled)
- c) That the Clerk is to clarify the position of the apprentice in regard to pension scheme.
- d) That it be delegated to the clerk to carry out all the necessary duties.

**107.16 To Receive a report on Establishment Matters.**

Members reviewed the report of the Clerk and it was noted that the staff team were currently working well together.

The clerk was asked to provide a summary of staff appraisals for the next personnel committee meeting.

**RESOLVED to note the report.**

**108.16 To review Staff pay rates and scales in line with the introduction of the living wage.**

**Members reviewed the report of the Clerk Following discussion it was..**

**RESOLVED that..**

- a) all eligible staff would receive the inflationary pay-rise back dated to 1<sup>st</sup> April 2016.**
- b) That the review of the Clerks salary would take place after her appraisal.**
- c) That the payscales for the Assistants to the Clerk would be reviewed at the next meeting of the personnel committee.**

There being no further business the meeting concluded at 5:29pm

Approved: ..... (Town Mayor)

Meeting date: ..... 12 July 2016..... (Council)

Approved: ..... (Chairman)

Meeting date: ..... (Committee)

**Appendix 1 ALCOHOL POLICY**

**CONTENTS**

**Preamble**

**Introduction**

**Appendix 1: How the Body Metabolises Alcohol**

**Appendix 2: Sensible Drinking Guidelines**

**Appendix 3: Function & Event Guidelines**

**Appendix 4: Sources of Support**

**PREAMBLE:**

**Why does a Council need an alcohol policy?**

There are a number of reasons for having a comprehensive alcohol policy. These include:

- Health & Safety
- Other legislative requirements
- The business case
- Corporate image

### **Health & Safety**

Failing to address factors that make a workplace unsafe can place an employer in a serious position so far as health and safety legislation is concerned. While risk assessments on machinery, production processes and manual handling and lifting are commonplace and relatively well understood, there is less awareness about the risks associated with the use of alcohol while at work and in the hours leading up to starting work.

A major responsibility is placed on the employer to ensure that risks within the workplace are kept to an absolute minimum and failing to act would undoubtedly reflect badly should an incident occur that was linked to the consumption of alcohol.

### **The Business Case**

There is strong evidence that failing to tackle issues relating to alcohol is costly. Costs can be due to:

- Increased levels of absenteeism, lateness and sickness absence
- Lower productivity
- Accidents and mistakes
- Unacceptable conduct, which may threaten the Council's reputation
- Legal action

The implementation of a comprehensive workplace alcohol policy provides an Council with a secure foundation. It enables a consistent Councilal approach to the issue and consequently reduces the potential risks of incurring costs as a result of an incident involving alcohol use in the workplace.

### **Corporate Image**

Being recognised as an employer that takes the health and wellbeing of employees seriously is an important factor and reflects positively on the reputation and culture of an Council. The introduction of a policy on alcohol sends out a clear message that the Council is proactive in its approach and takes responsibility for the health, safety and wellbeing of its staff.

## **ALCOHOL POLICY**

### **1. Introduction**

Raunds Town Council is committed to providing a safe, healthy and productive working environment for all employees, contractors, customers and visitors involved in its operation. This policy sets out Raunds Town Council's aims to protect and maintain the health, safety and welfare of employees and others in the workplace by reducing the risk of alcohol related harm in accordance with the Health & Safety at Work etc. Act 1974. This policy makes clear the Council's disciplinary rules on these matters. If an employee has an alcohol problem, this policy also seeks to encourage them to seek help.

For most people, drinking responsibly can be part of a balanced and healthy lifestyle, although the inappropriate use of alcohol can damage the health and wellbeing of employees and have a far reaching effect on their personal and working lives. Raunds Town Council wishes to promote a culture in which the problems associated with alcohol misuse are understood. Persistent heavy drinking can lead to a range of social, psychological and physical problems including dependence, emotional problems, depression, changes in behaviour, irritability, cirrhosis of the liver, cancer of the mouth, high blood pressure and heart attacks. At work, alcohol misuse, including hangovers, can result in reduced levels of attendance, mistakes, sub standard work performance, impaired judgement and decision making and increased health and safety risks, not only for the individual concerned but also for others. Furthermore, employees who drink irresponsibly or commit offences related to the misuse of alcohol may put the Council's reputation and image at risk.

Raunds Town Council wants to encourage and support employees who may have an alcohol misuse and/or an alcohol dependency problem by assisting them in seeking help and supporting them in overcoming alcohol related problems.

## 2. Policy Aims and Objectives

### Aims

Raunds Town Council's Alcohol Policy is intended to promote a greater awareness of the impact of alcohol in the workplace and to ensure that the Council continues to safeguard the health and safety of employees and all others on its premises. The Council's approach is to set an expectation based on the individual responsibility of each employee, that alcohol will not be used in such a way as to adversely affect safe behaviour or work performance.

### Objectives

- To ensure the Council complies with appropriate legislation.
- To minimise the risks associated with alcohol in the workplace.
- To raise staff awareness of the risks and potential harm associated with alcohol misuse.
- To set clear rules regarding alcohol in the workplace so that employees are aware of the likely consequences for their employment of alcohol misuse.
- To create a climate that encourages employees who face problems with alcohol to come forward and seek help.
- To provide support, encouragement and assistance for employees experiencing alcohol problems.
- To provide a framework to enable instances of alcohol misuse by employees to be handled in an appropriate, fair and consistent manner.
- To achieve a balance between supporting employees who come forward with a problem and the overriding need to preserve:
  - the health, safety and welfare of employees and others with whom they come into contact.
  - the Council's reputation and image
  - the delivery of high quality, effective services and goods

## 3. Scope

This policy applies to all employees regardless of position or seniority. In addition, this policy shall also be observed by all Councillors, contractors, visitors, agency workers, consultants and other third parties visiting, working for, or on behalf of the Council.

## 4. Responsibilities

- 4.1. Line Managers have responsibility for monitoring health and safety in the workplace, and have responsibilities with regard to this policy and its enforcement. Line Managers should be aware of the Council's rules and the implications of possible alcohol misuse, especially where safety is an issue.
- 4.2. Employees have a responsibility for their own health and safety in the workplace. Employees must take personal responsibility for their own alcohol use.
- 4.3. Employees must report for work, and remain throughout the working day in a fit and safe condition to undertake their duties and ensure that their performance at work and their judgement are never impaired by alcohol. In particular, employees must ensure that their consumption of alcohol at any time does not threaten the performance of their duties and that their behaviour never puts themselves or others at risk.
- 4.4. Alcohol may remain in an individual's system for some time and even relatively small amounts can impair judgement, performance and jeopardise safety. Employees are personally responsible for allowing sufficient time for alcohol to leave their system before reporting for work.

- 4.5. Drunkenness at work, or unauthorised drinking of alcohol during working hours by employees will be considered serious misconduct.
- 4.6 Employees must not consume alcohol at any time while at work, including during rest or meal breaks spent at or away from work premises (except in the permitted circumstances set out in section 5 below).

Any breach of the above rules will be treated as a serious act of misconduct and dependent on the circumstances, could be deemed to be gross misconduct, the penalty for which would be summary dismissal.

For the purposes of this policy, individuals will be deemed to be under the influence of alcohol where, in the reasonable assessment of the Council, the individual is incapable of safely discharging his or her duties by reason of being under the influence of alcohol. Supervisors and managers are not required to prove intoxication definitively; they simply have to have reasonable grounds for believing so.

## 5. Hospitality

*This section covers hospitality, representing the Council at events and work related social functions.*

- 5.1 Employees whose role involves entertaining for business purposes or representing the Council at events at which alcohol is served, are considered to be attending work related events, even though they may occur outside normal working hours. Consequently, the same standards apply and the employee must remain professional and fit for work at all times.
- 5.2 At social or work related functions; the Council expects employees to demonstrate responsible behaviour and to act in a way that will not have a detrimental effect or impact negatively on the Council's reputation. At such work related outings, managers should act to prevent excessive consumption of alcohol by any employee and should take steps to deal with any unacceptable conduct that occurs at such functions. Any such behaviour may be the subject of disciplinary action.

*An optional guide to functions and event management is included at appendix 3*

## 6. Driving

If an employee is convicted of a drink driving offence and the Council's reputation is subject to disrepute, the employee may be subject to disciplinary action. If an employee commits a drink driving offence during working hours or whilst working for the Council, this may constitute gross misconduct and may result in dismissal in accordance with the Council's disciplinary policy.

## 7. Implementation of the Policy

- 7.1 Any employee who does not abide by the rules of this policy will be subject to the appropriate disciplinary measures, which may include dismissal. This policy covers both alcohol related incidents at work and alcohol related offences within / outside work which may damage the Council's reputation.
- 7.2 The Council will, where appropriate to do so, adopt a constructive and supportive approach when dealing with employees who may be experiencing problems with their drinking or alcohol dependency / addiction. However, if performance, attendance or behaviour is unacceptable, despite any support and assistance that can be offered, ultimately dismissal may be unavoidable
- 7.3 If an employee has difficulty in meeting the Council's required standards due to their alcohol misuse or dependency on alcohol, then the Council strongly encourages the individual to inform their immediate manager and seek medical advice or counselling from their general practitioner or a specialist organisation. A dependency problem may be identified by the employee or by

colleagues or managers. The Council will provide full support to the employee in following any treatment or rehabilitation. This approach will not absolve the employee from meeting the required Council standards and rules but will assist in achieving them.

- 7.4 If the Council suspects that there has been a breach of this policy, or an employee's work performance or conduct has been impaired through alcohol use, the Council may immediately remove that employee from duty and, will invoke its disciplinary procedure which may result in summary dismissal.
- 7.5 If the employee admits to having an alcohol problem and this is subsequently supported by medical evidence, the Council reserves the right to suspend the employee from work on paid leave to allow the Council to decide whether to deal with the matter under the terms of its disciplinary procedure or to require the employee to undergo treatment and rehabilitation.
- 7.6 If the employee does not have an alcohol problem and/or this is not subsequently supported by medical evidence, the Council will make a full assessment of the situation and decide whether it is appropriate to take disciplinary action.
- 7.7 Where an employee, who acknowledges an alcohol related problem, undergoes treatment and/or rehabilitation, any disciplinary action related to alcohol misuse may be suspended pending the outcome of the treatment. Reasonable time off for treatment may be granted – this may possibly involve sick leave with SSP for the duration of the course of the treatment. The aim is to support employees in regaining good health. Any employee who would like their treatment or rehabilitation to be taken into account during any disciplinary procedure or performance appraisal must inform their manager, in advance. Depending on the progress made by the employee during the course of their treatment, any disciplinary action may be dropped, suspended for a specified period or continued.
- 7.8 Where the rehabilitation of an employee with an alcohol problem or dependency is unsuccessful or an employee refuses or continually neglects to accept, comply with or respond to advice and/or treatment; the Council's disciplinary procedures will be initiated which may lead to dismissal.
- 7.9 Nothing in this policy should be taken as conveying a contractual right that a particular course of action will be followed.

## 8. Confidentiality

The Council aims to ensure that the confidentiality of all employees experiencing alcohol problems is maintained appropriately. Information regarding individual cases will not be divulged to third parties unless the safety of the person concerned or others would be compromised by not doing so.

## 9. Implementation and Review

- 9.1 This policy has existed since March 2009.
- 9.2 This policy will be monitored and reviewed regularly and may be amended from time to time.
- 9.3 If employees have concerns about this policy, they can be raised with their immediate Line Manager.

## Definitions

**Alcohol problem / misuse** – use of alcohol that harms health, physical, psychological, social or work performance but without dependency being present.

**Alcohol dependency** – a compulsion to keep taking alcohol either to avoid the effects of withdrawal (physical dependence) or to meet a need for stimulation or tranquilising effects or pleasure (psychological dependence).

**Alcohol addiction** – a state of periodic or chronic intoxication produced by the repeated intake of alcohol. This means that a dependency has developed to such an extent that it has serious detrimental effects on the user and often their family as well, and the individual has great difficulty discontinuing their use.

**Social or Work Related Functions** – examples include; works nights out, Councillor hosted social events, conferences, away days, Christmas parties or office parties.

## **Appendix 1: HOW THE BODY METABOLISES ALCOHOL**

The alcohol in your drink is absorbed into your body through the stomach and small intestine. Food slows down the rate of absorption - that's why alcohol affects you more quickly on an empty stomach.

From here, it's distributed via the bloodstream throughout the body, reaching your heart, brain, muscles and other tissues. This happens very quickly - within a few minutes. Usually, though not always, this has a pleasant effect.

Your body can't store alcohol, so it has to get rid of it - mostly via your liver. First, the liver changes alcohol into acetaldehyde - a highly toxic substance. This turns into acetate, a harmless substance, which is passed out in the urine. Some alcohol is also excreted through the breath and sweat.

Your body's ability to process alcohol depend on various things, like your age, weight and sex. Your body breaks down alcohol at a rate of about one unit per hour - and no, there's no way you can speed this up!

The amount of alcohol in the blood is known as the blood alcohol concentration or BAC. Your BAC depends on how much you've drunk and how quickly you drank it. Other important factors affecting BAC are:

### **Your size and weight**

If you're small, your blood alcohol volume is obviously less than that of someone who is larger. So the same amount of alcohol will probably affect you more.

### **Your water level**

If you're dehydrated, alcohol will have a greater effect than if your body's water concentration is normal. That's why drinking alcohol in summer or after exercise affects you more.

### **The amount you've eaten**

If you drink a unit of alcohol on an empty stomach, almost all of it will be absorbed in an hour. But if there's food in your stomach, the process will be slower and the alcohol reaches your brain and the rest of your body more slowly.

## **Appendix 2: SENSIBLE DRINKING GUIDELINES.**

The Government sensible drinking guidelines state that men should drink no more than 3 – 4 units of alcohol per day, and women no more than 2 – 3 per day. Regularly drinking above these levels can cause health problems.

## DOES YOUR DRINKING ADD UP?

The only way to know how much you're drinking is to know how many units of alcohol are in your drink.

There're more than 2 units in the average pint of lager and a large glass of wine can contain 3. So you can see how easy it is to drink more than you realise.

Seesible drinking guidelines advise men to drink no more than 3-4 units per day and women no more than 2-3. Regularly drinking more can cause health problems.

[If you overdo it, give yourself 2 days without a drink. This gives your body a chance to recover. Scottish Government advice is that we all should aim for 2 alcohol-free days a week.]

Enjoy what you drink and stay healthy - know your units.

## KNOW YOUR UNITS.

The table opposite gives you the units in the most popular alcoholic drinks. These are the average – the strength of drinks vary by brand. Also, check the brand label. It may already give the unit content.

Also, you can work out how many units are in your drink using this simple calculation. [The calculator on your mobile phone will be handy for this.]

$\text{Alcohol(\%)} \times \text{Volume(ml)} \div 1000 = \text{No. of units}$

Eg for a 35ml measure of vodka

$40\% \times 35 \text{ (ml)} \div 1000 = 1.4 \text{ units}$

For more information go to [www.alcoholawarenessweek.com](http://www.alcoholawarenessweek.com)

25ml of gin/rum/ vodka (alc 37.5% vol)	0.9 unit
330ml bottle of premium lager/beer (alc 5% vol)	1.7 units
568ml (1 pint) of premium strength lager/beer (alc 5% vol)	2.8 units
568ml (1 pint) of standard strength lager/beer (alc 4% vol)	2.3 units
568ml (1 pint) of medium strength cider (alc 5% vol)	2.8 units
700ml bottle of whisky (alc 40% vol)	28 units
275ml bottle alcopop (alc 5% vol)	1.4 units
175ml glass standard size wine (alc 12% vol)	2.1 units
750ml bottle of wine (alc 12% vol)	9 units

### Appendix 3: FUNCTION & EVENT GUIDELINES

At functions, organised or mandated by the Council, it is the responsibility of the organiser, and/or the most senior person present to ensure that:

Any appropriate transport or overnight accommodation arrangements have been made.

A manager or senior employee is designated to remain until the close of the event.

Food is provided or available.

Non-alcoholic drinks are provided or available.

Those serving alcoholic drinks are appropriately trained and do not serve drinks to anyone who is obviously inebriated.

**Updated 14<sup>th</sup> September 2010. Reaffirmed April 2013, To be reviewed bi-annually.**

## **Appendix 2: EQUAL OPPORTUNITIES POLICY**

### ***Statement on Equal Opportunities***

Raunds Town Council is committed to the principle of equal opportunities and declares its opposition to any form of less favourable treatment, whether through direct or indirect discrimination accorded to the general public including on the grounds of their race, religious beliefs, creed, colour, disability, ethnic origin, nationality, marital/parental status, sex or sexual orientation.

Raunds Town Council, recognises its obligations under the Equality Act 2010 and the spirit and intent of the related Code of Practice and the "Guidance on matters to be taken into account in determining questions relating to the definition of disability."

- for the elimination of discrimination on grounds of sex or marital status and the promotion of equality of opportunity in employment;
- for the elimination of discrimination on grounds of race and the promotion of equality of opportunity in employment;
- for the elimination of discrimination on the grounds of disability and the promotion of equality of opportunity in employment.

### ***General Practices***

Raunds Town Council states its wholehearted support for the principles and practices of equal opportunity and recognises that it is the duty of all Councillors and employees to accept their personal responsibility for fostering a fully integrated community at work by adhering to the principles of equal opportunity and maintaining racial harmony.

Raunds Town Council will actively promote equal opportunities throughout the organisation through the application of policies which will ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential, skills, experiences and abilities. Raunds Town Council will seek to ensure that all employees comply with these principles.

Raunds Town Council will ensure that individuals are recruited and selected, promoted and trained on objective criteria having regard to the relevant aptitudes, potential, skills, experiences and abilities. In particular, no applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute indirect unfair discrimination. Reasonable adjustments will be taken where a disabled person is put in a detrimental position and such reasonable adjustments remove the detriment.

Raunds Town Council recognises the problems that sexual or racial harassment may cause at work and is committed to ensure that such unacceptable behaviour does not take place. Sexual harassment includes (but is not limited to) unwanted physical contact, suggestive remarks or behaviour, compromising invitations, demands for sexual favours and similar unwanted behaviour. Racial harassment is similarly unwanted treatment but is concerned with derogatory treatment and language on racial grounds. All forms of harassment are abhorrent and will not be tolerated by the Town Council. Sexual and racial harassment are regarded as unlawful discrimination and additionally may also be subject to criminal proceedings. All such cases will be dealt with under the Grievance and Disciplinary Procedure.

Raunds Town Council recognises that the detriment a disabled person endures as a consequence of their disability can, in many instances, be removed by the adoption of reasonable adjustments. - Raunds Town Council is committed to ensure that such adjustments will be effected where reasonably practicable and where the detriment is substantial.

### ***Training and Advertising***

Raunds Town Council will train, develop and promote on the basis of merit and ability only.

When vacancies are advertised both internally and externally, the Town Council will continue to ensure that such advertising, both in placement and content, is compatible with the terms of this Policy. To this end, opportunities will be taken through language, images or declarations, as appropriate, to show that the Town Council is an equal opportunities employer. In practical terms this means that the wording of advertisements will be carefully scrutinised to ensure that any hidden discrimination is avoided or that sexually, racially or disability loaded wording is avoided. Every effort will be made to ensure that the advertisements are placed in newspapers and publications so that as wide a readership as possible has access to the vacancies.

To this end, "word of mouth" advertising, personal contacts and family relationships will be discouraged as the only means of recruiting new staff or promoting existing staff.

### ***Communication***

The principles in this Policy will be brought to the attention of all Councillors and staff.

All Councillors and employees are encouraged to bring to the attention of The Clerk any act of discrimination they observe.

Councillors and employees who are newly disabled are encouraged to bring this to the attention of The Clerk to enable a review of their treatment to be made. This review will include an assessment of physical features and arrangements to ensure that these do not place the disabled person at a substantial disadvantage. Where they do, then adjustments will be effected where reasonable to do so.

### ***Sexual and Racial Harassment***

#### **Preamble**

Sexual and racial harassment are both forms of unlawful sex and racial discrimination and as a consequence is unlawful behaviour. It is also improper and inappropriate behaviour which lowers morale and interferes with the effectiveness of people at work. It is the policy of Raunds Town Council to make every effort to provide an environment free from sexual or racial harassment and intimidation. All Councillors and employees are expected to comply with the policy and to ensure that such conduct does not occur. Appropriate disciplinary action including summary dismissal for serious offences will be taken against any employee who violates this policy.

#### **Definition**

Sexual and racial harassment means unwanted conduct of a sexual or racial nature or conduct based on sex or racial abuse which is offensive to the recipient.

Sexual harassment does not refer to behaviour of a socially acceptable nature. It refers to behaviour which is unsolicited, that is personally offensive and that fails to respect the rights of others.

#### **Examples**

The following are examples of inappropriate behaviour covered by this Policy:-

Physical conduct of a sexual nature: unwanted physical contact including unnecessary touching, patting, pinching or brushing up against another employee's body, assault, coercing sexual intercourse.

Verbal conduct of a sexual or racial nature: unwelcome sexual advances, propositions or pressure for sexual activity, continued suggestions for social activity outside the workplace after it has been made clear that such suggestions are unwelcome, offensive flirtations, suggestive remarks, innuendoes or lewd comments.

Non-verbal conduct of a sexual nature: the display of pornographic or sexually suggestive pictures, objects or written materials, leering, whistling or making sexually suggestive gestures.

Sex-based or racially abusive conduct: conduct which denigrates or ridicules, or is intimidatory or physically abusive to an employee because of his or her sex or race such as derogatory or degrading abuse or insults which are gender related or of a racial nature and offensive comments about dress or appearance or physique, hygiene etc.

**Updated June 2016 . To be reviewed Tri-annually.**

### Appendix 3: MATERNITY POLICY

All female employees of Raunds Town Council have an entitlement to 52 weeks Maternity Leave, which consists of 26 weeks Ordinary Maternity Leave and a further 26 weeks Additional Maternity Leave. This will start at the end of the Ordinary Maternity Leave period and therefore allow 52 weeks in total. All female employees of Raunds Town Council will receive Statutory Maternity Pay (SMP)\* if they are eligible.

An employee who is pregnant is entitled to paid time off during her normal working hours in order to receive antenatal care which includes appointments with GPs, hospital clinics and relaxation/parenthood classes. Whenever it is possible to do so, appointments should be arranged for the start or end of the working day.

Employees should advise their line manager that they will be absent as far in advance of their appointment as possible. If requested they must provide an appointment card or some other confirmation of their attendance.

In order to qualify for maternity leave an employee shall notify her manager (in writing if requested) no later than the end of the fifteenth week before the week the baby is due or as soon as is reasonably practicable:

- that she is pregnant
- of the expected week of childbirth
- of the date she intends to start maternity leave

The employee should obtain evidence (i.e. a MATB1 form) of her expected date of childbirth from a registered medical practitioner as soon as possible, and provide this for her manager.

Employees are required to give their manager 28-days notice prior to their intended return date from ordinary maternity leave. Employees must give the Council 8 weeks prior notice if they wish to return to work early from Maternity Leave.

No notice is required from employees who have taken 12 months Maternity Leave.

Employees on Maternity Leave will be able to arrange up to 10 'Keep in Touch Days' with management to return to work for short periods during their leave and receive their normal rate of pay on these working days without damaging their entitlement to Maternity Pay.

**\*Statutory Maternity Pay (SMP) is a weekly payment made by employers to their employees or former employees.** Raunds Town Council employees are eligible for Statutory Maternity Pay provided they have a minimum of 26 weeks' continuous service calculated by the end of the fifteenth week before the week baby is due, and their average weekly wage exceeds the National Insurance lower earnings limit. Qualifying Raunds Town Council employees are entitled to SMP whether or not they intend to return to work for the Council. There are no age limits to qualify for SMP.

SMP can be paid for a maximum of 39 weeks. Payments are subject to tax and National Insurance deductions. Raunds Town Council employees who cannot get SMP may be able to get [Maternity Allowance \(MA\)](#) from Jobcentre Plus.

Employees who have completed more than one year's continuous local government service at 11<sup>th</sup> week before estimated week of childbirth will be entitled to the following:

Weeks 1-6 – 9/10ths of a week's pay for the first six weeks of ordinary maternity leave (This will be offset against any payments of SMP or MA).

Weeks 7-18 – where an employee has declared in writing that she intends to return to work she will receive half pay plus SMP. This is paid on the understanding that the employee will return to their employment at Raunds Town Council for at least three months. If the employee leaves before three months has elapsed, a repayment of this amount to the Council will be required and the authority will recover any overpayments made.

Weeks 19-39 – the remaining 21 weeks will be paid as SMP only.

Raunds Town Council will inform the employee within 28 days of receiving her notification, of her expected date of return following the maternity leave period.

Annual Leave continues to accrue during both ordinary and additional maternity leave. Maternity leave will not be treated as sick leave and will not therefore be taken into account for the calculation of the period of entitlement to sickness leave.

Maternity leave will commence no earlier than 11 weeks before the estimated week of childbirth. If an employee's maternity leave has not already started it will be triggered by the birth of the child, or pregnancy related absence from the beginning of the 4<sup>th</sup> week before the estimated week of childbirth. In cases where childbirth occurs early, the employee's maternity leave automatically commences on the Sunday following the child's birth. In both these situations the employee should notify the Council, as soon as reasonably practicable, that she has given birth or that she is absent wholly or partly because of pregnancy.

**Adopted 1<sup>st</sup> July 2008, Reaffirmed July 2012, to be reviewed bi-annually Reviewed and amended June 2016.**

## Appendix 4

<b>Summary:</b> A report by the Town Clerk on Automatic Enrolment					
<b>Attachments:</b>					
1.0	<b>Background</b> The government has introduced automatic enrolment for qualifying employees to improve pension provision in the UK. Certain qualifying employees must be enrolled into a pension scheme. Employees who fall outside the qualifying criteria may be enrolled if they wish to be.  All employers have been given a staging date at which point they must assess their workforce and determine which employees need to be automatically enrolled into a pension scheme.  The table below shows how you determine which staff are automatically enrolled into a pension scheme.				
2.0	<b>The criteria for automatic enrolment are shown below:</b>				
	<i>Gross Earning</i>	<i>Age 16-21</i>	<i>Age 22-SPA</i>	<i>Age SPA-74</i>	
	<b>Over £833 a month</b> (Over £192 a week)	<u>Type 2</u>	<u>Type 1</u>	<u>Type 2</u>	
	<b>£833 a month or less</b> (£192 a week or less)	<u>Type 2</u>	<u>Type 2</u>	<u>Type 2</u>	
3.0	<p>Type 1 - staff who must be put into a pension scheme. You must pay into it.</p> <p>Type 2 - staff who don't need to be put into a pension scheme</p>				
4.0	<b>The profile of Raunds Town Council staff is shown below</b>				
	<i>Gross Earning</i>	<i>Age 16-21</i>	<i>Age 22-SPA</i>	<i>Age SPA-74</i>	<i>Over 75</i>
	<b>Over £833 a month</b> (Over £192 a week)	None	5 staff members	None	Not eligible
	<b>£833 a month or less</b> (£192 a week or less)	1 staff member	1 staff member	None	
4.1	<b>Raunds Town Council current pension provision.</b> <i>Raunds Town Council is a member of the Local Government Pension Scheme. The scheme is suitable for automatic enrolment.</i>				
5.0	<b>Current membership of Local Government Pension Scheme.</b>  <ul style="list-style-type: none"> <li>• 4 staff members are already members of the pension scheme.</li> <li>• 1 staff member earns over £833 per month and is aged 22-SPA and so will be automatically enrolled in the scheme.</li> <li>• 1 staff member is aged under 21 and has the option to join the scheme.</li> <li>• 1 staff member is aged over 21 but earns less than the qualifying earnings so has the option to join the scheme.</li> <li>• 1 staff member is over 75 so is no longer eligible to join the scheme.</li> </ul>				

