

**RAUNDS TOWN COUNCIL**

**PERSONNEL COMMITTEE**

Minutes: 16 July 2019: Start Time 6pm

**PRESENT**

Cllr B Tirebuck (Chair), Cllr H Howell, Cllr L Wilkes, Cllr S Hughes, Cllr R Beattie

**145.19 To Elect a Chairman of the Personnel Committee**

**RESOLVED** that Cllr Tirebuck be elected as Chairman of the Committee

**146.19 To Elect a Vice-Chairman of the Personnel Committee**

**RESOLVED** that Cllr Hughes be elected as Vice-Chairman of the Committee

**147.19 To receive apologies For absence.**

Apologies were received from Cllr R Levell Cllr N Beck

**RESOLVED** to note the apologies

**148.19 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**

**NONE RECEIVED**

**149.19 Notification of members questions in compliance with the council's standing orders.**

**NONE RECEIVED**

**150.19 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**

**151.19 Minutes: confirm the minutes of the Personnel Committee meeting held 16 April 2019**

**RESOLVED** that the minutes of the meeting held on 16<sup>th</sup> April 2019 be confirmed as a true record.

**152.19 Maternity Policy: To review the council's Maternity Policy**

Members reviewed the Maternity Policy as shown in appendix 1 and it was...

**RESOLVED** to recommend to the Full Council that the policy be re-affirmed without amendment.

153.19 **Mobile Phone Policy:** To review the council’s Mobile Policy

Members reviewed the Mobile Policy and it was...

**RESOLVED that the policy could be significantly simplified and that the Clerk should amend the policy and re-present to the next meeting of the Personnel Committee for consideration.**

154.19 **Internet Policy:** To review the council’s Internet Policy

Members reviewed the Internet Policy as shown in appendix 2 and a number of amendments were made. Following discussion it was...

**RESOLVED to recommend to the Full Council that the policy be adopted as shown in appendix 2.**

155.19 *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 press and public be excluded from the meeting.**

156.19 **Establishment Report:** To receive a report a report on the Clerks Appraisal.

**Members reviewed the Clerks appraisal and the objectives for 2019/20 were approved.**

There being no further business the meeting concluded at: 8.02pm

Approved: ..... (Town Mayor)

Meeting date: ..... 15 August 2019 .....(Council)

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Confirmed: ..... (Chairman)

Meeting date: .....(Committee)

## APPENDIX 1 - 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, Amended June 2016.**  
**To be reviewed biennially**

## **APPENDIX 2 - INTERNET POLICY**

Use of the Internet via the Council’s broadband connection by staff is permitted, free of charge, subject to compliance with the following conditions:

Staff members using Council Internet connections must...

- ❖ **NOT use the internet for personal use during working hours**
- ❖ Comply with current legislation,
- ❖ NOT visit internet sites that contain obscene, pornographic, hateful, criminal, racist or other illegal material,
- ❖ NOT use the Council’s internet connection to perpetrate any form of fraud, software, film or music piracy,
- ❖ NOT use the Council’s internet connection to perpetrate any private or commercial business activity,
- ❖ NOT use the Council’s internet connection to send offensive or harassing material to other users,
- ❖ NOT download commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence,
- ❖ NOT hack into any unauthorised areas,
- ❖ NOT use, create or transmit defamatory material.

Failure to comply with these guidelines may result in disciplinary sanctions.

AGREEMENT:

Signed.....Print.....

Date.....

**Adopted October 2008.**  
**Reaffirmed January 2013,**  
**Reaffirmed June 2017.**  
**Amended July 2019**

**To be reviewed Triennially**