



**BARRY TOWN COUNCIL  
CYNGOR TREF Y BARRI**

**PURSUANT TO THE REQUIREMENTS OF THE BELOW STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE PERSONNEL COMMITTEE IS TO BE HELD ON A HYBRID BASIS IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW AND REMOTELY ON MONDAY, 16 JUNE 2025 COMMENCING AT 7.00 PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.**

**From 1 May 2021 The Local Government and Elections (Wales) Act 2021** makes provision for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents

**This is a public meeting and any resident of Barry may attend in person or remotely; for remote access details, please contact [info@barrytowncouncil.gov.uk](mailto:info@barrytowncouncil.gov.uk)**

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mark Sims', written on a white rectangular background.

Mark Sims  
Acting Chief Officer

## **AGENDA**

1. **Apologies for absence**
2. **To receive declarations of interest under the Council's Code of Conduct** (Note: Members seeking advice on this item are requested to contact the Monitoring Officer at least 72 hours before the meeting)
3. **Well-being of Future Generations (Wales) Act 2015**  
(To note)

*Personnel Committee members will note that this Act sets out the requirement for a public body to act in a manner which seeks to ensure **that the needs of the present are met without compromising the ability of future generations to meet their own needs.***

*In order to act in that manner, a public body must take account of the following things:*

- (a) the importance of balancing short term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long-term effect;*
- (b) the need to take an integrated approach, by considering how—*
  - i. the body's well-being objectives may impact upon each of the well-being goals;*
  - ii. the body's well-being objectives impact upon each other or upon other public bodies' objectives, in particular where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;*
- (c) the importance of involving other persons with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the part of Wales in relation to which the body exercises functions;*
- (d) how acting in collaboration with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist another body to meet its objectives;*
- (e) how deploying resources to prevent problems occurring or getting worse may contribute to meeting the body's well-being objectives, or another body's objectives.*

## **GOVERNANCE**

4. **To note the Terms of Reference agreed at the Annual Meeting of Council**  
(Pages 757-758)
5. **To approve the minutes of the meeting of the Extraordinary Personnel Committee held on 25 March 2025**  
(Pages 759-764)
6. **To approve the minutes of the Staff Forum Meetings held on 20 March 2025 and 4 June 2025**  
(Pages 765-775)

## **FINANCIAL REPORTS**

7. **Budget Monitoring Report to 31 May 2025**  
(Pages 776-777)

(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)

## **POLICIES**

8. **Paternity Leave Policy (Review)** (Pages 778-813)
9. **Councillor Training** (Pages 814-818)
10. **Date of Next Meeting**

The next scheduled meeting of the Personnel Committee will be held on Monday 22 September 2025.

11. **Exclusion of the Press & Public**

In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

12. **Support for promoted Staff** (Pages 819-820)
13. **HR Models For Management Of The Chief Officer**  
(Pages 821-822)
14. **Staff Sickness for the period 1 April 2024 to 31 March 2025**  
(Page 823)

- 15. **Minor Authority Representative Governor Vacancies**  
(Page 824)
- 16. **Change of Job Title**  
(Page 825)
- 17. **Staffing Matters (Update)**  
(Pages 826-827)
- 18. **To approve the minutes of the meeting of the Redundancy panel held on 21 January 2025**  
(Pages 828-830)

### **Distribution**

Electronic notification of summons and front page Agenda to all Committee members. Email notification of electronic papers to all Barry Town Councillors (22). A full copy of the agenda and papers for this meeting (with the exception of confidential items) will be available at the Town Council Offices and on the Town Council Website – [www.barrytowncouncil.gov.uk](http://www.barrytowncouncil.gov.uk)

**This document is available in large print and other formats upon request/Cewch y ddogfen hon mewn pring bras a ffor matiau eraill drwy holi.**

## **D) PERSONNEL COMMITTEE**

### **UNDER DELEGATED POWERS**

1. To receive information in respect of sickness absence figures in respect of all council staff.
2. To receive information on the training and development of all council staff and councillors.
3. To monitor the implementation of the Council's appraisals scheme, enabling all staff to be appraised on an annual basis.
4. To ensure that all staff contracts are compliant with legislation.
5. To have responsibility to ensure that all policies/procedures are being implemented by senior officers and line managers.
6. To make decisions on the Training and Development budget process for staff and Councillors
7. To receive and consider applications for vacant posts within the Town Council, above Grade10 and to interview successful shortlisted candidates.
8. To deal with all administrative aspects of the recruitment and selection of Minor Authority Representatives on behalf of the Town Council, including interviewing, selection and the appointment of Minor Authority Representatives.
9. That when considering applications from Councillors in respect of Minor Authority Representative posts, Councillors serving on the Personnel Committee who are applying for said position must not be present during those discussions and may if they so wish provide a substitute for the purpose of that meeting.
10. To authorise officers to pay any member of staff in receipt of less than the accredited 'real' Living Wage
11. To authorise increments to staff salaries in line with council policy and agreed NJC and NALC payscales
12. To appoint a Complaints Panel as required, comprising of three Committee members as per Local Resolution Protocol, noting that those appointed must have had no prior involvement in the process
13. To appoint Appeals Panels as required noting members' independence to any given situation

14. To be responsible for monitoring Health and Safety through a standing agenda item, keep under review staff working conditions and ensure that all policies/procedures are being implemented
15. To control budgets within the parameters of the Personnel Committee's delegation, subject to a financial limit on virements of £1,000.
16. To consider and make decisions on requests for vocational training
17. To consider, request and make decisions for job evaluations for all posts above SCP 5 on the NJC pay scale.
18. To consider recommendations from the Wellbeing Working Party
19. To consider any item as appropriate within the Scheme of Delegation

#### **BY WAY OF RECOMMENDATION TO FULL COUNCIL**

1. To review and make recommendations concerning amendments to or introduction of new policies and procedures in accordance with legislation.
2. To give consideration and make recommendations on general staffing and establishment issues, staff structures, working patterns and associated budget implications
3. To contribute to the formulation and implementation of the corporate plan, making appropriate recommendations.
4. To make recommendation on the appointment of the Chief Officer (Town Clerk) and Deputy Chief Officer (RFO) following the interviewing process.
5. To feed into the annual budget setting cycle

## **BARRY TOWN COUNCIL**

### **MINUTES OF AN EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 24 MARCH 2025 AT 6.22 PM**

**PRESENT:** Councillor Perkes (Chair) together with Councillors Charles, S Hodges, and Thomas

**ALSO PRESENT:** Chris Mason – Engagement & Events Team Manager  
Kathryn Thomas – Office Team Leader

**R207. APOLOGIES FOR ABSENCE**

Councillors Brooks, Johnson, Wiliam & Wilkinson

**R208. DECLARATIONS OF INTEREST**

None received.

**R209. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

**RESOLVED:** That the Well-being of Future Generations (Wales) Act 2015 be received and noted.

**R210. TO APPROVE THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON 3 FEBRUARY 2025.**

**RESOLVED:** That the minutes of the Personnel Committee held on 3 February 2025 be approved and signed as a correct record.

**R211. DATE OF NEXT MEETING**

The next scheduled meeting of the Personnel Committee will be agreed at the Annual Meeting scheduled to be held on Monday 12 May and Tuesday 13 May 2025

**R212. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded from the remainder of the meeting.

**R213. CHIEF OFFICER RECRUITMENT PROPOSAL**

Members were provided with a Recruitment Report and Proposal received from One Voice Wales following the initial consultation held

with members on 12 March 2025 along with the Job Advert, Application Form and Job Description for approval.

The following job advertising options were outlined at the meeting:

1. **On line Job Boards - Indeed / Monster / Total Jobs / Guardian etc**  
Available at a cost of £469 plus VAT per advert. English & Welsh versions count as two advertisements, so the total cost is £938 plus VAT.
2. **SLCC**  
Offer three packages.
  - Bronze - for 4 weeks @ £324 + VAT (the advert just goes on the web site)
  - Silver - for 4 weeks @ £335 + VAT and also includes social media (Twitter and LinkedIn)
  - Gold - for 4 weeks @ £347 + VAT and includes all of the above plus the fortnightly members' bulletin

This price includes the Job advert, Job Description and Role / Person Specification, plus any other documents we wish to include. A separate listing for the Welsh advert would be extra, but they will include it with the English version for the standard price. In this instance each advert would be separated by the use of a page break, with the client deciding which advert should come first.

3. **Western Mail Newspaper**  
Offer three different sized adverts
  - 10 cm by 4 cm column – around 150 words – cost £380 + VAT
  - 17 cm by 4 cm column – around 220 words cost £550 + VAT
  - Half page – roughly 250 words cost £670 + VAT.

The Western Mail team recommended a half page advert with the English & Welsh versions side by side. In this case we would need to reduce the number of words in the job advertisement to circa 175 per advert.

4. **One Voice Wales**  
Utilising the following services / platforms, inclusive within the overall management fee for this project.
  - Job advertisement distributed by email to all OVW member Councils
  - OVW Comms Officer will post on the OVW LinkedIn page and web site (due to go live w/c 17th March)
  - Circulation to all County (Borough) Councils via HR departments.

Councillor Hodges said she was mindful in the previous recruitment process of the Chief Officer that the successful candidate and the 2<sup>nd</sup> choice candidate were not from the Public Sector, and therefore suggested the need to advertise outside of this sector as well.



Councillor Thomas expressed concerns relating to using the Western Mail Newspaper based on cost compared to potential applicants and considered that options 1, 2 & 4 would be adequate.

Councillors Charles, Hodges and Perkes all agreed that options 1,2 & 4 are the best options and agreed that SLCC Gold option would be the best option going forward.

**RESOLVED: that the following job advertising options were agreed:**

- 1. On line Job Boards - Indeed / Monster / Total Jobs / Guardian etc Available at a cost of £469 plus VAT per advert. English & Welsh versions count as two advertisements, so the total cost is £938 plus VAT.**
- 2. SLCC**
  - Gold - for 4 weeks @ £347 plus VAT and includes the advert going on the Website, Social Media plus the fortnightly members' bulletin.**
- 3. One Voice Wales**
  - Utilising the following services / platforms, inclusive within the overall management fee for this project.**
    - Job advertisement distributed by email to all OVW member Councils**
    - OVW Comms Officer will post on the OVW LinkedIn page and web site (due to go live w/c 17th March)**
    - Circulation to all County (Borough) Councils via HR departments.**

### **Content of Interview Assessment**

The following assessment tools and techniques can be utilised as required:

- Group Work / Psychological testing – Likely too expensive at £10,000 +
- Individual psychometric profiling testing of shortlisted candidates - £270 + VAT per candidate
- Standard interview with panel of selected councillors to include
  - o Presentation (with follow up questions)
  - o Structured interview (targeting the role / person specification)
  - o Written Test

Councillors discussed the options and agreed on the Individual psychometric profiling testing of shortlisted candidates only plus the Standard Interview option.

**RESOLVED:** that Councillors agreed to the following assessment tools and techniques:

- 4. Individual psychometric profiling testing of shortlisted candidates at a cost of £270 plus VAT per candidate.**
- 5. Standard interview with panel of selected councillors to include a presentation with follow up questions, a structured interview and a written test.**

### **Training for Councillors**

The Engagement & Events Team Manager asked if Councillors needed bespoke training for those leading the structured interviews.

Councillor Perkes asked how much it would cost.

The Engagement & Events Team Manager advised that he will find out the costs from One Voice Wales.

Councillors Hodges and Thomas agreed it would be a good idea for those on the interview panel to do the One Voice Wales training.

The Engagement & Events Team Manager advised that the Council Standing Orders stated that the Leader of the Council, The Chair of Personnel Committee and the Leader of the Opposition make up the interview panel.

**RESOLVED:**

- 6. That the Engagement & Events Team Manager will find out the costs from One Voice Wales, of the bespoke training for the Councillors on the Interview Panel.**

### **Documentation**

Members were provided with the Job Advert, Job Description, Employee Specification and Application Form which was provided in the Agenda that was sent out to the councillors.

Members discussed Councillors Brooks, Perkes and Johnson being given delegated authority for signing off any urgent relevant documentation.

**RESOLVED:**

- 7. That the Job Advert, Job Description, Employee Specification and the Application form be agreed.**

- 8. That delegated authority be granted to Councillors Brooks, Perkes and Johnson to act as the key points of liaison to sign off any urgent relevant documentation.**

The meeting closed at 6.40pm

Signed ..... Dated .....

ACTION SHEET - PERSONNEL COMMITTEE 24 March 2025				
MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
R231 (1)	Online Job boards - Indeed/Monster/Total Jobs/Guardian etc. Available at a cost of £469 plus VAT per advert. English & Welsh versions count as two advertisements, so the total cost is £938 plus VAT.		01 April 2025	Completed
R231 (2)	SLCC - Gold- 4 weeks @£347 plus VAT and includes the advert going on the website, social media plus the members fortnightly members bulletin		01 April 2025	Completed
R231 (3)	One Voice Wales - Utilising the following services/platforms, inclusive within the overall management fee for this project: - Job advertisement distributed by email to all OVW member Councils. OVW Comms Officer will post on the OVW LinkedIn page and web site (due to go live w/c 17th March), Circulation to all County (Borough) Councils via HR departments.	OVW	01 April 2025	Completed
R231 (4)	Individual psychometric profiling testing of shortlisted candidates at a cost of £270 plus VAT per candidate.	OVW	End of May 25	Completed
R231 (5)	Standard interview with panel of selected councillors to include a presentation with follow up questions, a structured interview and a written test.	OVW	13 June 2025	Ongoing
R231 (6)	That the Engagement & Events Team Manager will find out the costs from One Voice Wales, of the bespoke training for the Councillors on the Interview Panel.	E&E		Completed
R231 (7)	That the Job Advert, Job Description, Employee Specification and the Application form be agreed.	OVW		Completed
R231 (8)	That delegated authority be granted to Councillors Brooks, Perkes and Johnson to act as the key points of liaison to sign off any urgent relevant documentation.			Completed

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE STAF FORUM HELD ON THURSDAY 20 MARCH 2025, AT 11.00 AM**

**PRESENT:** Mark Sims (Acting Chief Officer and Chairperson), Emma Thorne (Engagement and Events Rep), Lyndsey Thomas (Administration Team Rep), Jason Parsons (Facilities Team Rep).

**ALSO PRESENT:** Kathryn Thomas – Office Team Leader

#### **23. APOLOGIES FOR ABSENCE**

Chay Lewis & Haydn Finn

#### **24. TERMS OF REFERNECE**

**RESOLVED:** That the Terms of Reference be received and noted

#### **25. GROUND RULES**

**RESOLVED** That the Ground Rules be received and noted

#### **26. TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING OF THE STAFF FORUM 22 JANUARY 2025**

**RESOLVED:** that the Minutes of the previous meeting of the Staff Forum on 22 January 2025 be received and noted.

#### **27. ADMINISTRATION TEAM UPDATE**

The removal of the safes in the Administration office is still ongoing.

The Office Team Leader has emailed Gareth Brown, The Facilities Manager at the Vale of Glamorgan several times as we just need to know if the floor beneath the stationary cupboard on 1<sup>st</sup> Floor will be strong enough to take the weight of the safes. We are awaiting their premises team to come and visit the office.

There was an alternative suggestion for the safes to be moved into the area by the lifts at Town Hall, however the Acting Chief Officer said that the area was not secure enough for the safes to go there.

The administrators are concentrating on making Merthyr Dyfan Cemetery look a lot nicer than it is now.

It needs a total overhaul with colour and energy put into it in order for it to look more inviting to the public.

The Acting Chief Officer has asked for any proposals to be sent to himself and the Bereavement & Facilities Services Manager by 1<sup>st</sup> April 2025 for them to take any suggestions forward to the Councillors.

**RESOLVED:**

- 1. The Office Team Leader will chase The Facilities Manager at the Vale of Glamorgan in order to arrange for the Premises team to visit Town Hall to check if the floor beneath the stationary office on the 1<sup>st</sup> floor will be able to take the weight of the safes.**
- 2. Lyndsey Thomas to create a report of any suggestions for making Merthyr Dyfan Cemetery more inviting and to send to the Acting Chief Officer and the Bereavement & Facilities Services Manager by 1<sup>st</sup> April 2025**

**28. CEMETERY TEAM**

As there were no representatives at the meeting from the Cemetery Team, there were no updates given.

**29. EVENTS TEAM**

The 2-day St David's Day Festival was a great success.

For the Daffodil Dash, they capped the number of tickets to 120. They sold all 120 however only 102 people turned up.

The Events team have looked at internal feedback so they can make certain tweaks next year. Suggestions were to have a choir at the end of the daffodil dash – hoping that people will stay longer at the event after the race, and have a Coffee van or Food van etc. there as well.

The Daffodil Dash will certainly be returning in 2026.

There were approximately 4,000 people who attended St David's Day event with lots of positive feedback.

The Events administrator is very busy at the moment with end of year Mayoral Events and the Engagement & Events Officer is working with the administrators to update Cemetery Literature.

**30. FACILITIES TEAM**

The Fly tipping behind Pioneer Hall is a constant problem, with people dumping their rubbish in front of the fire exits. One of the regular hirers checks the situation on the rubbish every visit.

There are currently a few issues with electrics at the Cemetery Approach Community Centre, but the Facilities Team Leader is aware of the situation.

A new COSHH cupboard has been ordered for the Cemetery Approach Community Centre which is much bigger than the one they have already.

There are a lot more people hiring the Community Centre at the moment, however figures for the Pioneer Hall are dropping. This is probably down to the parking issues at the Pioneer Hall.

The Pioneer Hall is looking very old and needs a total refresh. The whole centre needs to be re painted.

The Facilities Team Leader is to contact the Bereavement & Facilities Services Manager to arrange the Pioneer Hall to possibly be closed for a week in order for the centre to be repainted.

Recycling at the Cemetery Approach Community Centre has been a lot better since the Facilities Team Leader emailed all hirer's explaining that there will be extra charges for non-compliance of recycling.

#### **RESOLVED:**

- 1. That the Facilities Team Leader to escalate the issue of fly tipping behind the Pioneer Hall.**
- 2. That the Facilities Team Leader will speak to the Bereavement & Facilities Services Manager about getting the Pioneer Hall painted and refreshed.**

#### **31. UPDATES TO NOTE**

The Acting Chief Officer gave a brief update on recruitment at the Cemetery.

A new Cemetery Maintenance Operative started on Monday 17<sup>th</sup> March.

We are recruiting for a new Cemetery Operative/Gravedigger to replace Mike Kerslake who has resigned.

Shortlisting has been completed and interviews are being held on Friday 28<sup>th</sup> March 2025.

**RESOLVED that updates be noted.**

#### **32. ANY OTHER BUSINESS**

The Engagement & Events Administrator asked if we could consider replacing the printer that we currently have.

The Events team in particular are having multiple issues with the current printer with constant smudging, alignment issues and wont print large files.

We have previously been told by the engineer that the paper needs to be changed over with different jobs – thicker paper to be used for flyers etc. This has been adhered to by all staff but still having the problems

The printer is not adequate for printing flyers etc

The Acting Chief Officer has asked for staff to collate a list of previous and new issues over the next 2 weeks.

We will then get an engineer in to try and rectify the problems but if need be will need to look into buying a new printer that is suitable for all needs. The printer is currently over 5 years old.

**RESOLVED: All staff to collate a list of previous or new issues that they are getting using the printer over the next 2 weeks.**

**33. DATE OF NEXT MEETING**

The next Staff Forum meeting is scheduled for Wednesday 28 May 2025 at 11.00am

Meeting ended – 11.36am



**FOR INFORMATION ONLY**

**ACTION SHEET - STAFF FORUM - 20 MARCH 2025**

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
27 (1)	The Office Team Leader will chase The Facilities Manager at the Vale of Glamorgan in order to arrange for the Premises team to visit Town Hall to check if the floor beneath the stationary office on the 1 <sup>st</sup> floor will be able to take the weight of the safes	OTL	May-25	Completed
27 (2)	Lyndsey Thomas to create a report of any suggestions for making Merthyr Dyfan Cemetery more inviting and to send to the Acting Chief Officer and the Bereavement & Facilities Services Manager by 1 <sup>st</sup> April 2025	LT	Jun-25	Ongoing
30 (1)	That the Facilities Team Leader to escalate the issue of fly tipping behind the Pioneer Hall	Facilities	May-25	Completed
30 (2)	That the Facilities Team Leader will speak to the Bereavement & Facilities Services Manager about getting the Pioneer Hall painted and refreshed	Facilities	Aug-25	Ongoing
32	All staff to collate a list of previous or new issues that they are getting using the printer.	All Staff	May-25	Completed

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE STAF FORUM HELD ON WEDNESDAY 4 JUNE 2025, AT 11.00 AM**

**PRESENT:** Mark Sims (Acting Chief Officer and Chairperson), Amanda Webb (Engagement and Events Rep), Lyndsey Thomas (Administration Team Rep), Jason Parsons (Facilities Team Rep), Chay Lewis & Haydn Fin (Cemeteries Team reps).

**ALSO PRESENT:** Kathryn Thomas – Office Team Leader

#### **34. APOLOGIES FOR ABSENCE**

No apologies received

#### **35. TERMS OF REFERNECE**

**RESOLVED:** That the Terms of Reference be received and noted

#### **36. TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING OF THE STAFF FORUM 20 MARCH 2025**

The Acting Chief Officer asked for the name of the employee that resigned from the Cemetery to be removed from the Minutes due to the confidential nature.

**RESOLVED:** that the Minutes of the previous meeting of the Staff Forum on 20 MARCH 2025 be received and noted subject to the amendment above.

#### **37. ADMINISTRATION TEAM UPDATE**

The administrators are concentrating on making Merthyr Dyfan Cemetery look a lot nicer than it is now.

It needs a total overhaul with colour and energy put into it in order for it to look more inviting to the public.

The Acting Chief Officer has asked for any proposals to be sent to himself and the Bereavement & Facilities Services Manager by 1<sup>st</sup> April 2025 for them to take any suggestions forward to the Councillors.

This however has not been completed as yet, however Lyndsey Thomas will continue to work on this report as soon as possible.

The removal of the safes in the Administration office is still ongoing. Once the report has been received and agreed, we then need Finance to agree for us to use Mason Removal Company to move the safes for us, however is quite costly.

In the meantime there is a lot of work still to be done before the safes can be moved. The archive rooms down the Memo and the stationary cupboard needs sorting out.

A suggestion for the Stationary to be re housed in the cabinets in the loft is a possibility. There are currently Barry Town Council Plates from 1999 taking up a lot of space that are never used. A discussion needs to be had within the E&E team regarding possibly giving them away to the Public/Nursing Homes/Carers.

The administration team requested again that our office needs painting. It was confirmed that this will happen but when the safes have been moved and the office has been moved around.

#### **RESOLVED:**

- 1. Lyndsey Thomas will continue to create a report of any suggestions for making Merthyr Dyfan Cemetery more inviting and to send to the Acting Chief Officer and the Bereavement & Facilities Services Manager hopefully by July.**
- 2. The Archive room down the Memo and the stationary cupboard in the Acting Chief Officers office need sorting out as soon as possible. A date will go in the diary as soon as possible.**
- 3. The Wellbeing Goals Officer will discuss with the E&E Team Manager regarding a proposal to give the Barry Town Council plates away.**

#### **38. CEMETERY TEAM**

The representatives from the Cemetery Team gave an update on their recent successes:

- Even though the Cemetery are very short staffed at the moment, everyone is doing their best and getting on with the job. There have been no mishaps or complaints received. They are grateful that we have started the recruitment process straight away after the resignation of one of the gravediggers.
- The Cemetery Open Day went well
- No Mow May has now been completed

A member of staff is likely to be going on paternity leave for 4 weeks anytime now. Whilst he is off, the Acting Chief Officer confirmed that the absent employee's late gates will be covered by a Security Company

The last week of June, there will be a few people from the Cemetery off on leave, therefore the Admin team to be mindful when booking funerals in. Try to keep the last week in June quiet.

Chay asked if the Cemetery could have a mains connected water machine at the Cemetery, like the one we have in Town Hall. Currently, they use water bottles that are delivered by Culligans, however they often run out. It would be much better if they had a mains machine with running water. Chay to speak to his line manager regarding getting more information on getting the machine and if this is feasible.

It was also mentioned that household waste is being put into the bins in the Cemetery that shouldn't be going in there. There is food waste, cans and bottles etc. The public should not be doing this. The bins are just for compost and dead flowers.

We ideally need signs up asking people not to put household waste in the bins, or we have new bins which hold flowers in one side and general waste in the other side.

The Wellbeing Goals Officer said the Local Nature Partnership have compost bins available and she will contact them to see if we can have some.

Chay also asked about the Survey that they wanted to go out to the public regarding the closing of the gates at the Cemetery earlier than 7.00pm.

The Acting Chief Officer confirmed that the proposal went to the Personnel Committee that referred it to the Halls, Cemeteries and Community Facilities meeting. Members considered it didn't warrant a survey being done as the Council had agreed that the gates need to stay open till 7.00pm during the summer months for the public to attend.

#### **RESOLVED:**

- 1. That the Bereavement Team Leader will contact Culligans to enquire about the possibility of having a mains connected water machine at the Cemetery.**
- 2. The Wellbeing Goals officer will contact the Local Nature Partnership to see if they have any compost bins available for us to use.**

#### **39. EVENTS TEAM**

The Wellbeing Goals Officer confirmed that we are now the top litter picking hub in Wales. There are 267 hubs so to be at the top is fantastic.

The litter picking kit that is taken to all events is very popular.

The E&E team are looking at ways to share the news on Social Media.

Gwyl Fach y Fro was a great success. We managed to get 60 new sign ups for our newsletter which should be up and running very soon. Councillor Clarke is keen for the newsletter to be Councillor led. The E&E team will discuss with him.

We managed to give away all our Fairtrade products, all the litter picking flyers went out and the Beach Balls were very popular.

VE day was a great success as was the Dementia Friendly event that the Wellbeing Goals Officer recently attending. They are hoping to get NSC bands for people with dementia – anyone could scan the band to find out what the name of the person is and where they live. We are hoping to put the bands in nursing homes and to carers.

The Rotary club have offered to be involved and help with the bands. They have said they could keep them at the Memory Café and for us to use it as a hub.

The Wellbeing Goals Officer asked if the budget setting in November could include overtime for any helpers that the Events team may need e.g. Help from the Admin Team at any event.

The Acting Chief Officer said for the E&E manager to speak with him regarding this.

**RESOLVED:**

- 1. The E&E Team Manager to meet the Acting Chief Officer regarding the overtime budget for any help at Events.**

**40. FACILITIES TEAM**

The Fly tipping behind Pioneer Hall is a constant problem, with people dumping their rubbish in front of the fire exits. One of the regular hirers checks the situation on the rubbish every visit.

We now have CCTV camera at the hall and we haven't had a report of anyone dumping their rubbish to date.

A new COSHH cupboard is now in place which is much better and cleaner.

The Pioneer Hall is looking very old and needs a total refresh. The whole centre needs to be re painted. The Facilities Team Leader is waiting for a gap in the Events Calendar so that the decorators can go in for approximately 2 weeks.

There is soft play at the Community Centre that has never been used. The Acting Chief Officer asked if it could possibly go to the Pioneer Hall?

The Pioneer Hall already has a lot of soft play but will speak to the Facilities Team Leader to make a decision on what to do with it. If it's not being used then we should look at giving it away.

The E&E Team will try and promote the Pioneer Hall however there is always an issue due to parking.

**RESOLVED:**

- 1. That the Facilities Team Leader to monitor the event calendar for the Pioneer Hall. Once there is a gap of approximately 2 weeks, the hall will be painted.**
- 2. The Facilities Team Leader will decide on what to do with the Soft Play at the Cemetery Approach Community Centre.**

**41. DATE OF NEXT MEETING**

The next Staff Forum meeting is to be confirmed, likely to be early September.

Meeting ended – 11.36am

**FOR INFORMATION ONLY**

**ACTION SHEET - STAFF FORUM - 4 JUNE 2025**

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
37 (1)	Lyndsey Thomas will continue to create a report of any suggestions for making Merthyr Dyfan Cemetery more inviting and to send to the Acting Chief Officer and the Bereavement & Facilities Services Manager hopefully by July.	LT	Jul-25	ongoing
37 (2)	The Archive room down the Memo and the stationary cupboard in the Acting Chief Officers office need sorting out as soon as possible. A date will go in the diary as soon as possible.	ACO/Facilities/Admin /E&E team	Jul-25	Ongoing
37 (3)	The Wellbeing Goals Officer will discuss with the E&E Team Manager regarding a proposal to give the Barry Town Council plates away	WGO	Jun-25	ongoing
38 (1)	That the Bereavement Team Leader will contact Culligans to enquire about the possibility of having a mains connected water machine at the Cemetery.	BTL	Jul-25	Ongoing
38 (2)	The Wellbeing Goals officer will contact the Local Nature Partnership to see if they have any compost bins available for us to use.	WGO	Jun-25	Ongoing
39	The E&E Team Manager to meet the Acting Chief Officer regarding the overtime budget for any help at Events	E&ETM	Jun-25	Ongoing
40 (1)	That the Facilities Team Leader to monitor the event calendar for the Pioneer Hall. Once there is a gap of approximately 2 weeks, the hall will be painted	FTL	Jul-25	Ongoing
40 (2)	The Facilities Team Leader will decide on what to do with the Soft Play at the Cemetery Approach Community Centre	FTL	Jun-25	Ongoing

<b>PERSONNEL COMMITTEE</b>	<b>16 JUNE 2025</b>	<b>AGENDA ITEM: 7</b>
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## **BUDGET MONITORING REPORT MAY 2025**

### **Report Author**

Mark Sims, Acting Chief Officer

**Attached:** A. Budget Monitoring Report May 2025 (1 page)

### **Purpose of Report**

To provide members with the Committee's expenditure in the 2025/26 financial year as at the end of May 2025.

### **Background Information**

On the following page is the budget monitoring report to 31 May 2025, indicating actual expenditure up to the end of month two in the 2025/26 financial year.

### **Recommendation**

Members are requested to receive the budget monitoring report for May 2025 noting the projected out-turn for the year is to be on budget.



**Budget Monitoring Report to 31 May 2025.**

Gross Expenditure									
Description	Item No.	Budget	Expenditure	Committed	Balance		Budget	Year End	Projected
		12 Months	2 Months	Expenditure			12 Months	Projections	Variance
		£	£	£	£		£	£	£
<b><u>Personnel Committee</u></b>									
M&S/Salaries	1	513,500	73,564	439,936	0		513,500	513,500	0
Planning/Salaries	1	55,250	8,926	46,324	0		55,250	55,250	0
Merthyr Dyfan Cemetery/Salaries	1	318,250	40,398	277,852	0		318,250	318,250	0
Porthkerry/Salaries	1	15,000	2,500	12,500	0		15,000	15,000	0
Pioneer Hall/Salaries	1	35,250	6,384	28,866	0		35,250	35,250	0
Community Building/Salaries	1	41,500	7,132	34,368	0		41,500	41,500	0
M&S/Equipment	16	5,775	247	5,528	0		5,775	5,775	0
Merthyr Dyfan Cemetery/Equipment	9	8,035	2,266	5,769	0		8,035	8,035	0
Pioneer Hall/Equipment	9	1,500	306	1,194	0		1,500	1,500	0
Community Building/Equipment	8	2,000	181	1,819	0		2,000	2,000	0
M&S/General Salaries Contingency	23	40,000	5,949	34,051	0		40,000	40,000	0
M&S/Health and Safety	24	4,000	795	3,205	0		4,000	4,000	0
Corporate/Staff Wellbeing Fund	4	500	0	500	0		500	500	0
Corporate/Councillor Training	6	4,000	42	3,958	0		4,000	4,000	0
Corporate/Staff Training	7	20,000	2,701	17,299	0		20,000	20,000	0
Corporate/Staff Long Service Award	20	0	0	0	0		0	0	0
<b>Total Expenditure</b>		<b>1,064,560</b>	<b>151,391</b>	<b>913,169</b>	<b>0</b>		<b>1,064,560</b>	<b>1,064,560</b>	<b>0</b>
Our budget for the year is £1,064,560 with actual expenditure for the 2 months to 31 May 2025 of £151,391 with committed expenditure of £913,169.									
Our projected out-turn for the year is to be on budget.									
<b><u>Staff Training Breakdown</u></b>									
<b>Statutory</b>		<b>£ 508</b>	<b>Chainsaw &amp; Cross Cut training</b>						
<b>Occupational</b>		<b>£ 2,193</b>							
<b>Vocational</b>		<b>£ -</b>							
		<b>£ 2,701</b>							

<b>PERSONNEL COMMITTEE</b>	<b>16 JUNE 2025</b>	<b>AGENDA ITEM: 8</b>
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## **PATERNITY LEAVE AND PAY POLICY**

### **Report Author**

Mark Sims, Acting Chief Officer

**Attached:** A. Maternity, Paternity, Adoption, Parental, and Shared Parental Leave Policy (34 pages)

### **Purpose of Report**

The purpose of this report is to request Members of the Personnel Committee to consider an update to the Maternity, Paternity, Adoption, Parental, and Shared Parental, specifically relating to Paternity Leave and Pay.

### **Background Information**

Barry Town Council is committed to being a Family Friendly and progressive Employer and has made a number of commitments in terms of being an accredited Living Wage Employer and committed to the EHRC Working Forward pledge.

Members of the Personnel Committee considered a New Maternity, Paternity, Adoption, Parental, and Shared Parental Leave Policy at their meeting on 20 January 2020 and **RECOMMENDED: to a meeting of Finance, Policy and General Purposes Committee on 27 January 2020, that the New Maternity, Paternity, Adoption and Shared Parental Leave Policy is adopted. (Minute No. R220 refers).**

Officers have reviewed the Paternity Leave and Pay Policy in light of a new employee requesting Paternity Leave in advance of the birth of their first child.

Please refer to sections 22 to 33 of the attached Policy for Paternity Leave and Pay.

The Policy confirms that to be entitled to ordinary paternity leave you must have been continuously employed by us for at least 26 weeks' ending with the 15<sup>th</sup> week before the expected birth of your child, i.e. 41 weeks before child's birth. This is the same as the Statutory Paternity Leave requirements.

Our employee only commenced employment with the Town Council in April, having joined us from a previous local council, therefore does not meet the 'waiting time' with BTC, but does if his service with his previous local authority is counted.

Officers are therefore of the view that consideration should be given to either remove the 'waiting period' of 26 weeks prior to the 15<sup>th</sup> week before child's birth, or include that previous service will count towards the 'waiting period'.

Having researched other progressive employers regarding their parental leave policies, one found from the University of Glasgow doesn't include any reference to

a 'waiting period' just has 'In order to be eligible for Enhanced Paternity Pay, colleagues must simply be working at the University at the Expected Week of Childbirth (EWOC).'

In all BTC employee's Contracts of Employment, for the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies).

Officers are suggesting that this should also apply to all of the Maternity, Paternity, Adoption, Parental, and Shared Parental Leave Policy, not just the Maternity section.

This would provide clear and equitable guidance as under paragraph 26.1, the Council has '**agreed to go beyond statutory requirements** and enhance the Statutory paternity pay to staff offering four weeks paternity leave at full pay'.

In the 'Working Families Index 2025' based on a survey of 3,000 working parents, almost half (47 percent) of parents claimed they could not take as much time off after having a baby because of financial constraints.

Jan van Zyl, CEO of Working Families, said the UK's approach to parental leave was putting new parents under immense financial pressure.

Anna Whitehouse, campaigner, author and founder of Mother Pukka, argued that the UK's parental leave system was "stuck in the past". She said that when dads are forced back to work after days, not weeks, the pressure "piles on mums – physically, mentally or emotionally",

Whitehouse pointed out that providing adequate paid leave for both parents was more than simply a "wish list", it was a way to build stronger families, healthier workplaces and a more equitable future for the next generation.

Jessica Chivers, coaching psychologist and host of the Comeback Coach podcast, said "When it's well supported through enhanced leave and comeback coaching to support their smooth return, the payback is increased employee commitment and ambassadorial behaviour".

### **Financial Implications**

It is considered that this amendment is assessed as a low financial risk.

### **Recommendation**

That members agree to include an employee's previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies) towards the 'waiting time', or remove the 'waiting time' of 26 weeks prior to the 15<sup>th</sup> week before child's birth for all of the Maternity, Paternity, Adoption, Parental, and Shared Parental Leave Policy.

**BARRY TOWN COUNCIL**

**MATERNITY, PATERNITY, ADOPTION,**

**PARENTAL, SHARED PARENTAL LEAVE POLICY**

**1. Introduction**

Barry Town Council is committed to being a Family Friendly and progressive Employer and has made a number of commitments in terms of being an accredited Living Wage Employer and committed to the EHRC Working Forward pledge, making the workplace as supportive as possible for pregnant women.

This policy sets out statutory and contractual rights in relation to maternity, paternity, adoption, parental leave and shared parental leave for employees at Barry Town Council. It covers rights and responsibilities, arrangements for leave and pay, and provisions for return to work. This policy reflects our commitment to providing equality of opportunity in employment and to developing work practices and policies that support work-life balance.

See section 2 for definitions

See sections 3 to 21 for **Maternity Leave**

See sections 22 to 33 for **Paternity Leave**

See sections 34 to 51 for **Adoption Leave**

See sections 52 to 61 for **Parental Leave**

See sections 62 to 76 for **Shared Parental Leave**

## 2. Definitions

<b>EWC</b>	<b>Expected Week of Childbirth</b>	the week starting on a Sunday in which your doctor or midwife expects you (or your spouse, civil partner or partner) to give birth
<b>QW</b>	<b>Qualifying Week</b>	the fifteenth week before the EWC, or the week in which you are notified in writing by an adoption agency of having been matched with a child
<b>ISD</b>	<b>Intended Start Date</b>	the date on which you would like to start your maternity, paternity or adoption leave
<b>ERD</b>	<b>Expected Return Date</b>	the date we will expect you to return to work if you take your full entitlement to maternity leave or adoption leave
<b>RP</b>	<b>Relevant Period</b>	an eight week period ending with the QW in birth cases, or the eight week period ending with the week in which you or your spouse, civil partner or partner were notified of being matched with a child in adoption cases
<b>SML</b>	<b>Statutory Maternity Leave</b>	An employee is entitled to up to 52 weeks SML
<b>SMP</b>	<b>Statutory Maternity Pay</b>	An employee may be entitled to SMP
<b>OML</b>	<b>Ordinary Maternity Leave</b>	a period of 26 weeks' leave available to all employees who qualify for maternity leave
<b>AML</b>	<b>Additional Maternity Leave</b>	a further period of up to 26 weeks' leave immediately following OML
	<b>Partner</b>	someone (whether of a different sex or the same sex) with whom you live in an enduring family relationship, but who is not your parent, grandparent, sister, brother, aunt or uncle, niece or nephew
	<b>Parent</b>	one of two people (whether of a different sex or the same sex) who will share the main responsibility for the child's upbringing (and who may be either the mother, the father, or the mother's partner if not the father)
<b>EPD</b>	<b>Expected Placement Date</b>	the date on which an adoption agency expects that it will place a child into your care with a view to adoption
<b>OAL</b>	<b>Ordinary Adoption Leave</b>	a period of up to 26 weeks' leave available to all employees who qualify for adoption leave
<b>AAL</b>	<b>Additional Adoption Leave</b>	a further period of up to 26 weeks' leave immediately following OAL
<b>KIT</b>	<b>Keeping in Touch Days</b>	You may work for up to 10 days during ordinary or additional maternity leave
<b>OPL</b>	<b>Ordinary Paternity Leave</b>	2 weeks consecutive leave
<b>OSPP</b>	<b>Ordinary Statutory Paternity Pay</b>	The amount of pay you are entitled to during Ordinary Paternity Leave

<b>SAP</b>	<b>Statutory Adoption Pay</b>	Payable up to 39 weeks
<b>RFO</b>	<b>Responsible Finance Officer</b>	The officer nominated by Council to fulfil this role
<b>EWP</b>	<b>Expected Week of Placement</b>	The week in which you expect to start the adoption
<b>SPL</b>	<b>Shared Parental Leave</b>	A form of leave available to working parents.
<b>MA</b>	<b>Maternity Allowance</b>	Usually paid if you don't qualify for Statutory Maternity Pay
<b>ShPP</b>	<b>Statutory Shared Parental Pay</b>	Depending on qualifying parents can share parental pay.

### **3. 0 Maternity Leave & Pay**

**3.1** This section outlines the statutory rights and responsibilities of employees who are pregnant or have recently given birth.

#### **3.2 Notification**

**3.2.1** You must inform us as soon as possible that you are pregnant. This is important as there may be health and safety issues.

**3.2.2** Before the end of the Qualifying Week, or as soon as reasonably practical afterwards, you must tell your line manager in writing:

- (a) That you are pregnant
- (b) The EWC
- (c) The date on which you would like to start your maternity leave (ISD)

**3.2.3** You must also provide a maternity certificate from a doctor or midwife (usually on a MAT B1 form) confirming your EWC. This is not available before the 20th week of pregnancy and is usually provided around the 26th week of pregnancy).

#### **4. Time off for ante-natal care**

**4.1** If you are pregnant you may take reasonable paid time off during working hours for ante-natal care. This may include any relaxation or parenting classes that your doctor, midwife or health visitor has advised you to attend. You should try to give us as much notice as possible of the appointment and wherever possible, try to arrange them near to the start or end of the working day.

#### **5. Sickness**

**5.1** Periods of pregnancy-related sickness absence shall be paid in accordance with your contract of employment in the same manner as any other sickness absence.

**5.2** Periods of pregnancy-related sickness absence from the start of your pregnancy until the end of your maternity leave will be recorded separately from other sickness records and will be disregarded in any future employment-related decisions.

**5.3** If you are absent due to sickness for a pregnancy-related reason during the four weeks before your EWC, your maternity leave will start automatically (see paragraph 8, Starting maternity leave).

#### **6. Health and safety**

**6.1** We have a general duty to take care of the health and safety of all employees. We are also required to carry out a risk assessment to identify and assess the workplace risks to women who are pregnant, have given birth within the last six months or are still breastfeeding.

**6.2** We will provide you with information as to any risks identified in the risk assessment, and any preventive and protective measures that have been or will be taken. If we consider that, as a new or expectant mother, you would be exposed to health hazards in carrying out your normal duties we will take reasonable steps necessary (for as long as necessary) to avoid those risks.

This may involve:

- (a) Changing your working conditions or hours of work;
- (b) Offering you suitable alternative work on terms and conditions that are the same or not less favourable; or
- (c) Suspending you from duties, this will be on full pay unless you have unreasonably refused suitable alternative work.

## **7. Entitlement to maternity leave**

**7.1** All employees, regardless of hours worked or length of service, are entitled to up to 52 weeks' maternity leave which is divided into

- (a) Ordinary maternity leave of 26 weeks (OML)
- (b) Additional maternity leave of a further 26 weeks immediately following OML (AML)

## **8. Starting maternity leave**

**8.1** The earliest date you can start maternity leave is 11 weeks' before the EWC (unless your child is born prematurely before that date). Maternity leave can commence on any day of the week.

**8.2** You must notify your line manager in writing of your Intended Start Date before the end of the QW (in accordance with paragraph 3.2.2). We will then write to you within 28 days to inform you of the date we will expect you to return to work if you take your full entitlement to maternity leave (EWC).

**8.3** You can postpone your Intended Start Date by informing us in writing at least 28 days before the original Intended Start Date, or if that is not possible, as soon as reasonably practicable.

**8.4** You can bring forward the Intended Start Date by informing us at least 28 days before the new start date, or if that is not possible, as soon as reasonably practicable.

**8.5** Maternity leave shall start on the earlier of:



- (a) Your Intended Start Date (if notified to us in accordance with this policy); or
- (b) The day after any day on which you are absent for a pregnancy-related reason during the four weeks before the EWC; or
- (c) The day after you give birth.

**8.6** If you give birth before your maternity leave was due to start, you must let your line manager know the date of the birth in writing as soon as possible.

**8.7** The law prohibits you from working during the two weeks following childbirth.

**8.8** Shortly before your maternity leave starts, you and your line manager will discuss the arrangements for covering your work and how you will remain in contact, should you wish to do so, during your leave.

## **9. Statutory maternity pay**

**9.1** Statutory maternity pay (SMP) is payable for up to 39 weeks. SMP will stop being payable if you return to work (except where you are simply keeping in touch in accordance with paragraph 14). You are entitled to SMP if:

- (a) You have been continuously employed for at least 26 weeks at the end of the Qualifying Week and are still employed by us during that week;
- (b) Your average weekly earnings during the eight weeks ending with the Qualifying Week (**the Relevant Period**) are not less than the lower earnings limit set by the Government;
- (c) You provide us with a maternity certificate (MAT B1 form) stating your EWC;
- (d) You give at least 28 days' notice (or, if that is not possible, as much notice as you can) of your intention to take maternity leave; and
- (e) You are still pregnant 11 weeks before the start of the EWC or have already given birth.

**9.2** SMP is calculated as follows:

Weeks 1 - 6	90% of your average weekly earnings, calculated over the Relevant Period. This is called the Earnings-Related Rate.
Weeks 7 - 39	The Prescribed Rate which is set by the Government for the relevant tax year, or the Earnings-Related Rate (90% of your average weekly earnings) if this is lower.

**9.3** SMP accrues from the day on which you commence your OML and thereafter

at the end of each complete week of absence. SMP payments shall be made on the next normal payroll date and income tax, National Insurance and pension contributions shall be deducted as appropriate.

- 9.4** You shall still be eligible for SMP if you leave employment for any reason after the start of the Qualifying Week (for example, if you resign or are made redundant). In such cases, if your maternity leave has not already begun, SMP shall start to accrue in whichever is the later of:

- (a) The week following the week in which employment ends; or
- (b) The eleventh week before the EWC.

- 9.5** If you become eligible for a pay rise before the end of your maternity leave, you will be treated for SMP purposes as if the pay rise had applied throughout the Relevant Period. This means that your SMP will be recalculated and increased retrospectively, or that you may qualify for SMP if you did not previously qualify. We shall pay you a lump sum to make up the difference between any SMP already paid and the amount payable by virtue of the pay rise. Any future SMP payments at the Earnings-Related Rate (if any) will also be increased as necessary.

## **10. Contractual maternity pay**

- 10.1** Staff with at least twelve months' continuous service at the 11th week before the EWC, will be entitled to receive contractual maternity pay as follows, in addition to payments set out in 8:

Weeks 1 - 26	Full pay (offset against payments made by way of SMP or Maternity Allowance (MA) for employees not eligible for SMP)
Weeks 26 - 52	50% of salary plus any Prescribed Rate SMP to which you are entitled, paid without deduction except by the extent to which the combined pay and SMP exceeds full pay.

## **11. Terms and conditions during OML and AML**

- 11.1** All the terms and conditions of your employment remain in force during OML and AML, except for the terms relating to pay. In particular:

- (a) Annual leave entitlement under your contract shall continue to accrue where applicable (see paragraph 11, Annual leave); and
- (b) Pension benefits shall continue (see paragraph 13, Pensions).

## **12. Annual leave**

- 12.1** Annual leave entitlement will continue to accrue at the rate provided under your contract.
- 12.2** If your maternity leave will continue into the next holiday year, any holiday

entitlement that cannot reasonably be taken before starting your maternity leave can be carried over to the next holiday year and must be taken immediately before returning to work unless your manager agrees otherwise. You should try to limit carry over to one week's holiday or less.

**12.3** Carryover of more than one week is at your manager's discretion. Please discuss your holiday plans with your manager in good time before starting maternity leave.

**12.4** All holiday dates are subject to approval by your manager. Our holiday year runs from 1 April to 31 March.

### **13. Pensions**

**13.1** During OML and any further period of paid maternity leave we shall continue to make any employer pension contributions that we usually make, based on the pay you are receiving whilst absent.

**13.2** During any period of unpaid maternity leave, we shall make employer pension contributions based on Assumed Pensionable Pay and the period shall count as pensionable service.

### **14. Keeping in touch**

**14.1** We will make reasonable contact with you from time to time during your maternity leave as agreed prior to your maternity leave commencing.

**14.2** You may work (including attending training) for up to ten days during ordinary or additional maternity leave without bringing your maternity leave or SMP to an end. These are known as Keeping in Touch (KIT) days. The arrangements would be set by agreement with your line manager. KIT days will be paid in addition to SMP based on the day or number of hours worked.

**14.3** Any work you do as a KIT day, even as little as an hour for example, will be counted as a whole KIT day. They can be taken as single days, consecutive days or in blocks. Once you have used up your ten KIT days, if you do any further work you will lose a week's SMP for the week in which you have done that work.

**14.4** KIT days are by agreement. You are not obliged to undertake any such work during maternity leave. Equally we may refuse a request from you for you to work a KIT day.

**14.5** Shortly before you are due to return to work, we may invite you to have a discussion (whether in person or by telephone) about the arrangements for your return. This could be one of your KIT days. This may cover:

(a) Updating you on any changes that have occurred during your

- absence;
- (b) Any training needs you might have; and
- (c) Any changes to working arrangements (for example if you have made a request to work part-time)

## **15. Expected return date**

- 15.1** Once you have notified us in writing of your Intended Start Date, we shall send you a letter within 28 days to tell you of your Expected Return Date (ERD). If your start date has been changed (either because you gave us notice to change it, or because maternity leave started early due to illness or premature childbirth) we shall write to you within 28 days of the start of maternity leave with a revised ERD.
- 15.2** We will expect you back at work on your ERD unless you tell us otherwise. It will help us if, during your maternity leave, you are able to confirm that you will be returning to work as expected.

## **16. Returning early**

- 16.1** If you wish to return to work earlier than the ERD, you must give us 21 days' prior notice in writing. If not enough notice is given, we may postpone your return date until eight weeks after you gave notice, or to the ERD if sooner.

## **17. Returning late**

- 17.1** If you wish to return later than the ERD, you may request unpaid parental leave in accordance with the, 'Parental Leave' section para.52, giving us as much notice as possible but not less than 21 days.
- 17.2** Alternatively, staff who have annual leave entitlement remaining (where applicable) may request paid annual leave in accordance with your contract, which will be at our discretion.
- 17.3** If you are unable to return to work due to sickness or injury, this will be treated as sickness absence and our Sickness Absence Policy will apply.
- 17.4** In any other case, late return will be treated as unauthorised absence

## **18. Deciding not to return**

- 18.1** If you do not intend to return to work, or are unsure, it is helpful if you discuss this with us as early as possible. If you decide not to return you should give notice of resignation in accordance with your contract. The amount of maternity leave left to run when you give notice must be at least equal to your contractual notice period; otherwise we may require you to return to work for the remainder of the notice period. If the Council has paid you contractual maternity pay, and you choose not to return to work for at least 13 weeks following Maternity leave,

then 13 weeks payment will be recovered from you.

**18.2** Once you have given notice that you will not be returning to work, you cannot change your mind without our agreement.

**18.3** This does not affect your right to receive SMP.

## **19. Your rights when you return**

**19.1** You are normally entitled to return to work in the same position as you held before commencing leave. Your terms of employment shall be the same as they would have been had you not been absent.

**19.2** However, if you have taken any period of AML or more than four weeks' parental leave, and it is not reasonably practicable for us to allow you to return into the same position; we may give you another suitable and appropriate job on terms and conditions that are not less favourable.

## **20. Requests to change your working pattern**

**20.1** We will deal with any requests by employees to change their working patterns (such as working part-time) after maternity leave on a case-by-case basis. There is no right to insist on working part-time, but you do have a statutory right to request flexible working. We will consider your request in accordance with the provisions of this statutory right, bearing in mind the needs of our organisation. It is helpful if requests are made as early as possible. The procedure for dealing with such requests is set out in our Flexible Working Policy.

## **21. Shared parental leave**

**21.1** You may choose to end your maternity leave and take shared parental leave. See para 62 for further details.

## **22 Paternity leave and pay**

**22.1** This section sets out employees' entitlement to accompany a pregnant woman to appointments to receive ante-natal care, paternity leave and pay.

### **22 Time off to accompany for antenatal care**

**22.1** Legally employees are entitled to take unpaid time off during your working hours to accompany a pregnant woman to up to two appointments to receive antenatal care, lasting no more than 6 and a half hours each, if you:

- (i) Are the biological father of the child; or
- (ii) Are the spouse or civil partner of the child's mother;
- (iii) Live with the child's mother in an enduring family relationship and

are not a relative; or

(iv) Are to be treated as a parent of an expected child by fertility treatment (under the assisted reproduction provisions of the Human Fertilisation and Embryology Act (HEFA) 2008); or

(v) Are a potential applicant for a parental order where a child has been conceived using the sperm or egg of your spouse, civil partner or partner and has been carried by a surrogate mother (under the HEFA 2008 legislation).

Barry Town Council recognises the importance of these appointments and will authorise paid leave for two appointments.

**22.2** The appointments may include any relaxation or parenting classes but must have been made on the advice of the pregnant woman's doctor, midwife or health visitor.

**22.3** If you are eligible and wish to take time off for this purpose, you must provide us with a signed "employee declaration" confirming:

(a) That you have a qualifying relationship with a pregnant woman or her expected child,

(b) That you wish to take time off to accompany the pregnant woman to an appointment to receive antenatal care which has been made on the advice of their doctor, midwife or health visitor,

(c) The date and time of the appointment.

**22.4** You should try to give us as much notice as possible of the appointment and wherever possible, try to arrange them near to the start or end of the working day.

## **23 Entitlement to paternity leave**

**23.1** Certain employees can take paternity leave in relation to the birth or adoption of a child. Both men and women can request paternity leave. However, in adoption cases paternity leave is not available to an employee who also decides to take adoption leave. Further details of adoption leave are set out in Adoption Leave and Pay Section starting at para 34.

## **24 Ordinary paternity leave (OPL) – timing and eligibility**

**24.1** OPL must be taken as two consecutive weeks. It cannot be taken in instalments. Barry Town Council recognises the importance of Paternity Leave and therefore will pay staff 2 weeks full pay for Ordinary paternity leave.

**24.2** OPL can be taken from the date of the child's birth or adoption placement, but must end:

- (a) In birth cases, within 56 days' of the child's birth, or if they were born before the first day of the EWC, within 56 days' of the first day of the EWC.
- (b) In adoption cases, within 56 days' of the child's placement.

**24.3** You are entitled to ordinary paternity leave (OPL) if you meet all the following conditions:

- (a) You have been continuously employed by us for at least 26 weeks' ending with:
  - (i) In birth cases, the 15th week before the EWC.
  - (ii) In adoption cases, the week in which you or your partner are notified by an adoption agency that you/they have been matched with a child.
- (b) You:
  - (i) Are the biological father of the child;
  - (ii) Have been matched with a child by an adoption agency;
  - (iii) Are the spouse, civil partner or partner of the child's mother;
 or
  - (iv) Are the spouse, civil partner or partner of someone who has been matched with a child by an adoption agency.
- (c) You
  - (i) Expect to have main responsibility (with the child's mother, co-adopter or adopter) for the child's upbringing; or
  - (ii) Are the child's biological father and you expecting to have some responsibility for the child's upbringing.
  - (iii) Are taking leave for the purpose of caring for the child, or supporting the child's mother, adopter or co-adopter in caring for the child.

## **25 Notification of OPL**

**25.1** If you are eligible and wish to take OPL in relation to a child's birth or the adoption of a child, you must give us notice in writing of your intention to do so by the end of the Qualifying Week, or if this is not possible, as soon as you can.

**25.2** You must confirm:

- (a) The EWC, or the date on which you and your partner were notified of having been matched with the child, together with the Expected Placement Date;
- (b) Whether you intend to take two consecutive weeks' leave;
- (c) When you would like to start your leave. You can state that your leave will start on:
  - (i) The day of the child's birth or the day on which the child is placed with you or the adopter
  - (ii) A day which is a specified number of days after the child's birth or placement; or

(iii) A specific date later than the first date of the EWC or the Expected Placement Date

- 25.3** We may require a signed declaration from you that you are taking OPL to care for the child or to support the child's mother or your partner in caring for the child.

## **26. Changing the dates of OPL**

- 26.1** Where you are to take OPL in respect of a child's birth or adoption, you can give us written notice to vary the start date of your leave from that which you originally specified in the notice given under paragraph 25. This notice should be given:

- (a) Where you wish to vary your leave to start on the day of the child's birth/placement, at least 28 days' before the first day of the EWC/EPD.
- (b) Where you wish to vary your leave to start a specified number of days after the child's birth/placement, at least 28 days' (minus the specified number of days) before the first day of the EWC/EPD.
- (c) Where you wish to vary your leave to start on a specific date (or a different date from that you originally specified), at least 28 days' before that date.

- 26.2** If you are unable to give us 28 days' written notice of the wish to vary the start of your leave as set out above, you should give us written notice of the change as soon as you can.

## **27. Statutory paternity pay**

- 27.1** If you take OPL in accordance with this policy, you will be entitled to ordinary statutory paternity pay (OSPP) if, during the Relevant Period, your average weekly earnings are not less than the lower earnings limit set by the government.
- 27.2** OSPP is paid at a prescribed rate which is set by the government for the relevant tax year, or at 90% of your average weekly earnings calculated over the Relevant Period if this is lower. For details of the current prescribed rate, please visit [www.gov.uk/paternity-pay-leave](http://www.gov.uk/paternity-pay-leave).

### **Contractual paternity pay**

- 27.3** Barry Town Council has agreed to go beyond statutory requirements and enhance the Statutory paternity pay to staff offering four weeks paternity leave at full pay.

## **28. Terms and conditions during OPL**

- 28.1** All the terms and conditions of your employment remain in force, except for the terms relating to pay during OPL. In particular:



- (a) Benefits in kind such as life insurance and health insurance shall continue;
- (b) Annual leave entitlement under your contract shall continue to accrue where applicable (see paragraph 29, Annual leave); and
- (c) Pension benefits shall continue (see paragraph 30, Pensions).

## **29. Annual leave**

- 29.1** All staff continue to accrue annual leave during paternity leave at the rate provided under their contract of employment. Annual leave accrued during paternity leave, including bank holidays, will be paid at the employee's normal weekly rate of pay.
- 29.2** Annual leave entitlement will continue to accrue at the rate provided under your contract. If you are taking a period of OPL which will continue into the next holiday year, any holiday entitlement that cannot reasonably be taken before starting your leave can be carried over to the next holiday year and must be taken immediately before returning to work unless your manager agrees otherwise. You should try to limit carry over to one week's holiday or less. Carryover of more than one week is at your manager's discretion. Please discuss your holiday plans with your manager in good time before starting your paternity leave. All holiday dates are subject to approval by your manager. Our holiday year runs from 1 April to 31 March.

## **30. Pensions**

- 30.1** During any period of paid paternity leave we shall continue to make any employer pension contributions that we usually make, based on the pay you are receiving whilst absent. If you wish to increase your contributions to make up any shortfall from those based on your normal salary then please contact the Responsible Finance Officer (RFO).
- 30.2** During any period of unpaid paternity leave, we shall not make any employer pension contributions and the period shall not count as pensionable service.

## **31. Returning to work**

- 31.1** You are normally entitled to return to work following OPL to the same position you held before commencing leave. Your terms of employment will be the same as they would have been had you not been absent.
- 31.2** However, if you have combined your OPL with a period of:
  - (a) Additional maternity leave;
  - (b) Additional adoption leave; or
  - (c) Parental leave of more than four weeks,

and it is not reasonably practicable for you to return to the same job, we will offer you a suitable and appropriate alternative position.

## **32. Requests to change your working pattern**

- 32.1** We will deal with any requests by employees to change their working patterns (such as working part-time) after paternity leave on a case-by-case basis, in accordance with our Flexible Working Hours Policy. We will try to accommodate your wishes unless there is a justifiable reason for refusal, bearing in mind the needs of the Council. It is helpful if requests are made as soon as possible.

## **33. Deciding not to return**

- 33.1** If you do not intend to return to work or are unsure, it is helpful if you discuss this with us as early as possible. If you decide not to return you should submit your resignation in accordance with your contract. Once you have done so you will be unable to change your mind without our agreement. This does not affect your right to receive OSPP.

## **34 Adoption leave and pay**

- 34.1** This section outlines the statutory rights and responsibilities of employees who adopt.

## **35 Entitlement to adoption leave**

- 35.1** Adoption leave is only available if you are adopting through a UK or overseas adoption agency (for overseas adoptions see paragraph 38). It is not available if there is no agency involved, for example, if you are formally adopting a stepchild or other relative.
- 35.2** You are entitled to adoption leave if you meet all the following conditions:
- (a) An adoption agency has given you written notice that it has matched you with a child for adoption and tells you the Expected Placement Date (EPD).
  - (b) You have notified the agency that you agree to the child being placed with you on the EPD.
  - (c) Your spouse or partner will not be taking adoption leave with their employer (although they may be entitled to take paternity leave).
- 35.3** If you have a child placed with you under a local authority "fostering for adoption" or "concurrent planning" arrangement, or you are entering into a surrogacy arrangement under which you will be applying for a parental order, you may also be entitled to adoption leave and pay.

## **36. Time off for adoption appointments**

**36.1** You are entitled to take time off during your working hours to attend adoption appointments that take place after an adoption agency has notified you that a child is, or is expected to be placed with you, for adoption. These appointments must be made by an adoption agency:

- (a) So that you can have contact with that child; or
- (b) For any other purpose connected with that adoption.

**36.2** You are entitled to paid time off to attend up to five appointments, lasting no more than 6 and a half hour each during working hours if you are:

- (a) Adopting on your own; or
- (b) Adopting as part of a couple and have been elected as the main adopter

**36.3** Legally you are entitled to unpaid time off to attend up to two appointments, lasting no more than 6 and a half hours each during working hours if you are adopting a child as part of a couple and have not been elected as the main adopter. Barry Town Council will authorise paid leave for these appointments

**36.4** If you are eligible and wish to take time off for this purpose, you must provide us with a signed “employee declaration” confirming:

- (a) That you wish to take time off to attend an adoption appointment that has been made by or at the request of the adoption agency; and
- (b) The date and time of the appointment; and
- (c) If you are part of a couple adopting and have been elected as the main adopter, confirmation that you are electing to take paid time off

**36.5** You should try to give us as much notice as possible of the appointment and wherever possible, try to arrange them as near to the start or end of the working day and avoid teaching periods where possible.

### **37. Notification of intention to take leave**

**37.1** You must give us notice in writing of:

- (a) The Expected Placement Date; and
- (b) Your intended start date for adoption leave (Intended Start Date - ISD) (see paragraph **39**).

**37.2** This notice should be given not more than seven days after the agency notified you in writing that it has matched you with a child.

**37.3** At least 28 days’ before your Intended Start Date (or, if this is not possible, as soon as you can), you must also provide us with:

- (a) A Matching Certificate from the adoption agency confirming:

- i. The agency's name and address;
- ii. The date you were notified of the match;
- iii. The Expected Placement Date; and
- iv. Written confirmation that you intend to take statutory adoption leave and not statutory paternity leave.

### **38. Overseas adoptions**

**38.1** If you are adopting a child from overseas, the following will apply:

- (a) You must have received Official Notification that the adoption has been approved by the relevant UK authority.

**38.2** You must give us notice in writing of:

- (a) Your intention to take adoption leave;
- (b) The date you received the Official Notification; and
- (c) The date the child is expected to arrive in Great Britain

**38.3** This notice should be given as early as possible but in any case within 28 days' of receiving the Official Notification (or, if you have less than 26 weeks' employment with us at the date of Official Notification, within 30 weeks' of starting employment).

**38.4** You must also give us at least 28 days' notice in writing of your Intended Start Date. This can be the date the child arrives in Great Britain or a predetermined date no more than 28 days after the child's arrival in Great Britain.

**38.5** You must also notify us of the date the child arrives in Great Britain within 28 days of that date.

**38.6** We may also ask for a copy of the Official Notification and evidence of the date the child arrived in Great Britain.

### **39. Starting adoption leave**

**39.1** OAL may start on a predetermined date no more than 14 days before the Expected Placement Date, or on the date of placement itself, but no later.

**39.2** You must notify us of your Intended Start Date in accordance with paragraph 36. We will then write to you within 28 days to inform you of the date we will expect you to return to work if you take your full entitlement to adoption leave (Expected Return Date - ERD).

**39.3** You can postpone your Intended Start Date by informing us in writing at least 28 days before the original date or, if that is not possible, as soon as you can.

**39.4** You can bring forward your Intended Start Date by informing us in writing at least 28 days before the new start date or, if that is not possible, as soon as

you can.

- 39.5** Shortly before your adoption leave starts we will discuss with you the arrangements for covering your work and the opportunities for you to remain in contact, should you wish to do so, during your leave.

#### **40. Statutory Adoption Pay**

- 40.1** Statutory adoption pay (SAP) is payable for up to 39 weeks. It stops being payable if you return to work sooner or if the placement is disrupted. You are entitled to SAP if:

- (a) You have been continuously employed for at least 26 weeks at the end of your Qualifying Week and are still employed by us during that week;
- (b) Your average weekly earnings during the eight weeks ending with the Qualifying Week (the RELEVANT PERIOD) are not less than the lower earnings limit set by the Government; and
- (c) You have given us the relevant notifications under paragraph 36.

- 40.2** SAP is paid at a Prescribed Rate which is set by the Government for the relevant tax year, or at 90% of your average weekly earnings calculated over the Relevant Period if this is lower.

- 40.3** SAP accrues with each complete week of absence but payments shall be made on the next normal payroll date. Income Tax, National Insurance and pension contributions shall be deducted as appropriate.

- 40.4** If you leave employment for any reason (for example, if you resign or are made redundant) you shall still be eligible for SAP if you have already been notified by an agency that you have been matched with a child. In such cases, SAP shall start:

- (a) 14 days before the Expected Placement Date; or
- (b) The day after your employment ends,
- (c) whichever is the later.

- 40.5** If you become eligible for a pay rise before the end of your adoption leave, you will be treated for SAP purposes as if the pay rise had applied throughout the Relevant Period. This means that your SAP will be recalculated and increased retrospectively, or that you may qualify for SAP if you did not previously qualify. We shall pay you a lump sum to make up the difference between any SAP already paid and the amount payable by virtue of the pay rise. Any future SAP payments at the Earnings-Related Rate (if any) will also be increased as necessary.

#### **41. Contractual adoption pay**

- 41.1** Staff with at least twelve months continuous service at the 11th week before

the expected week of adoption to start, will be entitled to receive contractual adoption pay as follows, in addition to payments set out in para 40

: Weeks 1 – 12	Full pay (offset against payments made by way of SAP or Adoption Allowance for employees not eligible for SAP)
Weeks 13 – 26	50% of salary plus any Prescribed Rate SAP to which you are entitled, paid without deduction except by the extent to which the combined pay and SAP exceeds full pay.

## **42. Terms and conditions during Ordinary Adoption Leave (OAL) and Additional Adoption Leave (AAL)**

**42.1** All the terms and conditions of your employment remain in force during OAL and AAL, except for the terms relating to pay. In particular:

- (a) Benefits in kind such as life insurance and health insurance shall continue;
- (b) Annual leave entitlement under your contract shall continue to accrue where applicable (see paragraph 43, Annual leave); and
- (c) Pension benefits shall continue (see paragraph 44 Pensions).

## **43. Annual leave**

**43.1** All staff continue to accrue annual leave during OAL and AAL at the rate provided under your contract of employment. Annual leave accrued during OAL and AAL, including bank holidays, will be paid at the employee's normal weekly rate of pay.

**43.2** Annual leave entitlement will continue to accrue at the rate provided under your contract. If your adoption leave will continue into the next holiday year, any holiday entitlement that cannot reasonably be taken before starting your adoption leave can be carried over to the next holiday year and must be taken immediately before returning to work unless your manager agrees otherwise. You should try to limit carry over to one week's holiday or less. Carryover of more than one week is at your manager's discretion. Please discuss your holiday plans with your manager in good time before starting your adoption leave. All holiday dates are subject to approval by your manager. Our holiday year runs from 1 April to 31 March.

## **44. Pensions**

**44.1** During OAL and any further period of paid adoption leave we shall continue to make any employer pension contributions that we usually make, based on the pay you are receiving whilst absent. If you wish to increase your contributions to make up any shortfall from those based on your normal salary then please contact the RFO directly.

- 44.2** During unpaid AAL, we shall not make any employer pension contributions and the period shall not count as pensionable service.

### **43. Disrupted adoption**

- 43.1** Adoption leave is disrupted if it has started but:

- (a) You are notified that the placement will not take place;
- (b) The child is returned to the adoption agency after placement; or
- (c) The child dies after placement.

- 43.2** In case of disruption your entitlement to adoption leave and pay (if applicable) will continue for a further eight weeks from the end of the week in which disruption occurred, unless your entitlement to leave and/or pay would have ended earlier in the normal course of events.

### **44. Keeping in touch**

- 44.1** We may make reasonable contact with you from time to time during your adoption leave.

- 44.2** You may work (including attending training) on up to ten days during adoption leave without bringing your adoption leave or pay to an end. This is not compulsory and arrangements, including any additional pay, would be discussed and agreed with your line manager.

- 44.3** Shortly before you are due to return to work, we may invite you to have a discussion (whether in person or by telephone) about the arrangements for your return. This may cover:

- (a) Updating you on any changes that have occurred during your absence;
- (b) Any training needs you might have; and
- (c) Any changes to working arrangements (for example, if you have made a request to work part time). See paragraph 50, 'Requests to change your working pattern'

### **45. Expected Return Date**

- 45.1** Once you have notified us in writing of your Intended Start Date, we shall send you a letter within 28 days to inform you of your ERD. If your start date changes we shall write to you within 28 days of the start of adoption leave with a revised ERD.

- 45.2** We will expect you back at work on your ERD unless you tell us otherwise (see paragraphs, 46, 47 and 48). It will help us if, during your adoption leave, you are able to confirm that you will be returning to work as expected.

## **46. Returning early**

- 46.1** If you wish to return to work earlier than the ERD, you must give us at least eight weeks' notice. It is helpful if you give this notice in writing.
- 46.2** If you do not give enough notice, we may postpone your return date until four weeks (or eight weeks as appropriate) after you gave notice, or to the ERD if sooner.

## **47. Returning late**

- 47.1** If you wish to return later than the ERD, you should request unpaid parental leave in accordance with section 52, 'Parental Leave' giving us as much notice as possible but not less than 21 days. Alternatively, staff who have annual leave entitlement remaining (where applicable) may request paid annual leave in accordance with your contract, which will be at our discretion.
- 47.2** If you are unable to return to work due to sickness or injury, this will be treated as sickness absence and our usual Sickness Absence Policy will apply.
- 47.3** In any other case, late return will be treated as unauthorised absence.

## **48. Deciding not to return**

- 48.1** If you do not intend to return to work, or are unsure, it is helpful if you discuss this with us as early as possible. If you decide not to return you should give notice of resignation in accordance with your contract. The amount of adoption leave left to run when you give notice must be at least equal to your contractual notice period, otherwise we may require you to return to work for the remainder of the notice period.
- 48.2** Once you have given notice that you will not be returning to work, you cannot change your mind without our agreement.
- 48.3** This does not affect your right to receive SAP.

## **49. Your rights when you return**

- 49.1** You are normally entitled to return to work in the same position as you held before commencing leave. Your terms of employment shall be the same as they would have been had you not been absent.
- 49.2** However, if you have taken any period of AAL or more than four weeks' parental leave, and it is not reasonably practicable for us to allow you to return into the same position; we may give you another suitable and appropriate job on terms and conditions that are not less favourable.

## **50. Requests to change your working pattern**



- 50.1** We will deal with any requests by employees to change their working patterns (such as working part time) after adoption leave on a case-by-case basis. You have no absolute right to insist on working part time, but you do have a statutory right to request flexible working and we will try to accommodate your wishes unless there is a justifiable reason for refusal, bearing in mind the needs of our business. It is helpful if requests are made as early as possible. The procedure for dealing with such requests is set out in our Flexible Working Policy.

## **51. Shared parental leave**

- 51.1** You may choose to end your adoption leave and take shared parental leave. See para 62 for further details.

## **52. Parental Leave**

- 52.1** The law recognises and we respect that there will be occasions when working parents wish to take time off work to care for or spend time with their child or children.
- 52.2** This section of the policy reflects the statutory right of employees with at least one year's continuous service to take up to 18 weeks' unpaid parental leave in respect of each child.

## **53. Entitlement to parental leave**

- 53.1** Employees who fulfil the criteria set out in this paragraph 53.3 (below) are entitled to take up to 18 weeks' parental leave in relation to each child for whom they are responsible. The rules on how and when parental leave can be taken are set out in paragraph 54 to paragraph 57.
- 53.2** Any parental leave that employees take in relation to a child while working for another employer counts towards their 18-week entitlement. If you have taken parental leave in relation to a child during previous or concurrent employment, you should provide details to your line manager.
- 53.3** To take a period of parental leave in relation to a child, you must:
- (a) Have at least one year's continuous employment;
  - (b) Have or expect to have responsibility for the child; and
  - (c) Be taking the leave to spend time with or otherwise care for the child.
- 53.4** You have responsibility for a child if you:
- (a) Are the child's biological mother or father (whether or not you are living with the child);

- (b) Are the child's adoptive parent; or
- (c) Otherwise have legal parental responsibility for the child. For example, if you are the child's guardian.

#### **54. Timing of parental leave**

- 54.1** You can take parental leave for each child and adopted child up to their 18th birthday.
- 54.2** You are only entitled to take four weeks' parental leave each year in relation to each child. A year for this purpose begins on the date when you became entitled to take parental leave in relation to the child in question.
- 54.3** Unless the leave is to be taken in respect of a child entitled to a disability living allowance or Personal Independence Payment, you can only take parental leave in blocks of a week's leave or a multiple of a week's leave.

#### **55. Notification requirements**

- 55.1** You must give your line manager notice of your intention to take parental leave. It would be helpful if you can give this notice in writing. The notice requirements are as follows:
  - (a) If you wish to take parental leave commencing immediately on the birth of a child, you must give notice of this intention at least 21 days before the start of the EWC. The notice must specify the EWC and the duration of the period of leave required.
  - (b) If you wish to take parental leave commencing immediately on the adoption of a child, you should give notice of this intention at least 21 days before the start of the expected week of placement (EWP). If this is not possible, you must give as much notice as you can. The notice must specify the EWP **and** the duration of the period of leave required.
  - (c) In all other circumstances, you must give notice of your intention to take parental leave at least 21 days before you intend the leave to start. The notice must specify the dates on which the period of leave is to begin and end.
- 55.2** If you wish to take a period of parental leave immediately after a period of ordinary paternity leave, it would be helpful if you could give your line manager notice of that intention at least 21 days before the start of the EWC (or EWP, if applicable). If this is not possible, you should give as much notice as you can. If you do not give notice at least seven days before your period of ordinary paternity leave starts, we might not allow you to take the period of parental leave requested. However, we shall consider each case on its merits.

#### **56. Evidential requirements**

- 56.1** Before you take a period of parental leave under this policy, you must provide

us with evidence of:

- (a) Your responsibility or expected responsibility for the child;
- (b) The child's date of birth or date of adoption placement; and

**56.2** For details of what evidence is required in your particular circumstances, or if you have difficulties obtaining the evidence, please contact your line manager.

## **57. Our right to postpone parental leave**

**57.1** Where you give notice in accordance with paragraph 55 of your intention to take parental leave on the birth or adoption of a child, we shall not postpone that leave.

**57.2** We shall not postpone parental leave if the postponement would result in the leave being taken after the child's 18th birthday.

**57.3** We might postpone a proposed period of parental leave for up to six months where the leave as planned would unduly disrupt our business. We might do so, for example, where:

- (a) You wish to take parental leave during a peak period;
- (b) A number of employees wish to take parental leave at the same time;
- (c) Your work is of importance to a time-critical project; or
- (d) Cover for your work cannot be found before the date on which your parental leave is due to start.

**57.4** If we decide to postpone your parental leave, we shall:

- (a) Consult you about the date to which the leave might be postponed; and
- (b) No more than seven days after you gave notice of your intention to take the leave, give you written notice stating the reason for the postponement and the new beginning and end dates of the leave which we will allow you to take.

## **58. Terms and conditions during parental leave**

**58.1** Parental leave under this policy is unpaid. Your contractual provisions relating to pay and benefits are suspended during parental leave.

**58.2** However, during parental leave you are entitled to benefit from any contractual terms you have in relation to being given notice, redundancy compensation and disciplinary and grievance procedures.

**58.3** During parental leave you will remain bound by your obligation of good faith towards us, as well as any contractual terms relating to the giving of notice, the disclosure of confidential information, the acceptance of gifts and benefits, and

your freedom to participate in another business (for example, by working for a third party).

## **59. Pensions**

- 59.1** Local Government Pension Scheme membership (where applicable) continues to build up during the first 30 days of any period of unpaid leave, including parental leave, as long as you make the pension contributions that you would have paid had you been at work. After the first 30 days, the period will not count as pensionable service. You may if you wish, elect to pay contributions for the period of your absence. If you choose not to, you will not build up any membership for this period, and this will affect your pension benefits.

## **60. Returning to work**

- 60.1** You are normally entitled to return to work following parental leave to the same position you held before commencing leave. Your terms of employment will be the same as they would have been had you not been absent.
- 60.2** However, it might not be possible for us to allow you to return to the same job where your period of parental leave has been longer than four weeks, or has been combined with a period of additional maternity, paternity or adoption leave. In such circumstances, we will offer you a suitable and appropriate alternative position.
- 60.3** We will deal with any requests by employees to change their working patterns (such as working part-time) after parental leave on a case-by-case basis, in accordance with our Flexible Working Policy. We will try to accommodate your wishes unless there is a justifiable reason for refusal, bearing in mind the needs of our business. It is helpful if flexible working requests are made as early as possible.

## **61. Abuse of this policy**

- 61.1** Where an employee takes a period of parental leave under this policy for purposes other than spending time with or otherwise caring for their child, this will be dealt with as a disciplinary issue under our Disciplinary Policy.

## **62. Shared parental leave and pay**

**62.1** This section outlines the arrangements for shared parental leave and pay in relation to the birth or adoption of a child.

### **63 What is shared parental leave?**

**63.1** Shared parental leave (SPL) is a form of leave available to working parents following the birth or adoption of a child. It applies in respect of children who are expected to be born or placed on or after 5 April 2015.

**63.2** SPL allows parents, and partners in certain circumstances (see 64.1 below), to take up to 52 weeks leave in total on the birth or adoption of a child. You may be able to take this leave at the same time or at different times. Up to 50 weeks of this leave may be designated as SPL. Assuming you are both eligible, you and your partner can choose how you split that leave between you. You may be able to take this leave at the same time or at different times. You may also be able to take it in more than one block.

**63.3** SPL must be taken in the first 52 weeks of the child's birth or adoption.

**63.4** If you choose to take SPL then any period of maternity or adoption leave being taken in respect of the child will end.

### **64. Entitlement to SPL when a child is born**

**64.1** You are entitled to SPL in relation to the birth of a child if:

- you are the child's mother, and share the main responsibility for the care of the child with the child's father (or your partner, if the father is not your partner);
- you are the child's father and share the main responsibility for the care of the child with the child's mother; or
- you are the mother's partner and share the main responsibility for the care of the child with the mother (where the child's father does not share the main responsibility with the mother).

**64.2** The following conditions must also be fulfilled:

- you must have at least 26 weeks continuous employment with us by the end of the Qualifying Week, and still be employed by us in the week before the leave is to be taken;
- the other parent must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the EWC and had average weekly earnings of at least £390 (always check Gov.uk web site for the latest figures when reading this policy) during 13 of those weeks; and
- you and the other parent must give the necessary statutory notices and

declarations as summarised below, including notice to end any maternity leave, statutory maternity pay (SMP) or Maternity Allowance (MA) .

- 64.3** The total amount of SPL available is 52 weeks, less the weeks spent by the child's mother on maternity leave (or the weeks in which the mother has been in receipt of SMP or MA if she is not entitled to maternity pay).
- 64.4** If you are the mother you cannot start SPL until after the compulsory maternity leave period, which lasts until two weeks after birth.
- 64.5** If you are the child's father or the mother's partner, you should consider using your two weeks' paternity leave before taking SPL (see para 22 Paternity leave and pay). Once you start SPL you will lose any untaken paternity leave entitlement. SPL entitlement is additional to your paternity leave entitlement.

**65. Entitlement to SPL when a child is adopted**

- 65.1** You may be entitled to SPL if an adoption agency has placed a child with you and/or your partner for adoption and you intend to share the main responsibility for the care of the child with your partner.
- 65.2** The following conditions must be fulfilled:
- you must have at least 26 weeks continuous employment with us by the end of the Qualifying Week, and still be employed by us in the week before the leave is to be taken;
  - your partner must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the Qualifying Week and had average weekly earnings of at least £390 (correct Sept 2017 – check Gov web site) weeks; and
  - you and your partner must give the necessary statutory notices and declarations as summarised below, including notice to end adoption leave or SAP.
- 65.3** Either you or your partner must qualify for statutory adoption leave and/or SAP and must take at least two weeks of adoption leave and/or pay.
- 65.4** If your partner is taking adoption leave and/or claiming SAP, you may be entitled to two weeks' paternity leave and pay (see para 22 Paternity leave and pay). You should consider using this before taking SPL. Paternity leave is additional to any SPL entitlement you may have, but you will lose any untaken paternity leave entitlement once you start a period of SPL.
- 65.5** The total amount of SPL available is 52 weeks, less the weeks of adoption leave taken by either you or partner (or the weeks in which your partner has been in receipt of SAP if they were not entitled to adoption pay).

## **66. Opting in to shared parental leave and pay**

**66.1** Not less than eight weeks before the date you intend your SPL to start, you must give us a written opt-in notice giving the information in para 66.2 or 66.3 as appropriate.

**66.2** When a child is born:

- your name and the name of the other parent;
- if you are the child's mother, the start and end dates of your maternity leave;
- if you are the child's father or the mother's partner, the start and end dates of the mother's maternity leave, or if she is not entitled to maternity leave, the start and end dates of any SMP or MA period;
- the total SPL available, which is 52 weeks minus the number of weeks' maternity leave, SMP or MA period taken or to be taken;
- how much of that will be allocated to you and how much to the other parent. (You can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
- if you are claiming statutory shared parental pay (ShPP), the total ShPP available, which is 39 weeks minus the number of weeks of the SMP or MA period taken or to be taken);
- how much of that will be allocated to you and how much to the other parent. (You can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
- an indication of the pattern of leave you are thinking of taking, including suggested start and end dates for each period of leave. This indication will not be binding at this stage, but please give as much information as you can about your future intentions; and
- declarations by you and the other parent that you meet the statutory conditions for entitlement to SPL and ShPP.

**66.3** When a child is adopted:

- your name and your partner's name;
- if you are taking adoption leave, your adoption leave start and end dates;
- if you are not taking adoption leave, your partner's adoption leave start and end dates, or if your partner is not entitled to adoption leave, the start and end dates of their SAP;
- the total SPL available, which is 52 weeks minus the number of weeks' adoption leave or SAP taken or to be taken by you or your partner;
- how many weeks of the available SPL will be allocated to you and how many to your partner (you can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
- if you are claiming ShPP, the total ShPP available, which is 39 weeks minus the number of weeks of SAP taken or to be taken);
- how many weeks of the available ShPP will be allocated to you and how many to your partner (you can change the allocation by giving us a further written notice, and you do not have to use your full allocation);

- an indication of the pattern of leave you are thinking of taking, including suggested start and end dates for each period of leave. This indication will not be binding at this stage, but please give as much information as you can about your future intentions; and
- declarations by you and your partner that you both meet the statutory conditions to enable you to take SPL and ShPP.

## **67. Ending your maternity or adoption leave**

**67.1** If you choose to take SPL then the maternity or adoption leave that you, your partner or the other parent are taking will come to an end. This is called curtailment.

**67.2** If you are still on maternity leave or adoption leave, you must give us at least eight weeks' written notice to end your maternity or adoption leave (a curtailment notice) before you can take SPL. The notice must state the date your maternity or adoption leave will end. You can give the notice before or after you give birth or your child is placed, but you cannot end your maternity or adoption leave until at least two weeks after the birth or placement.

**67.3** You must also give us, at the same time as the curtailment notice, a notice to opt into the SPL scheme (see para 66 above) or a written declaration that the child's other parent or your partner has given his or her employer an opt-in notice and that you have given the necessary declarations in that notice.

**67.4** The curtailment notice is usually binding and cannot be revoked. You can only revoke a curtailment notice if maternity or adoption leave has not yet ended and one of the following applies:

- a) if you realise that neither you nor the other parent are in fact eligible for SPL or ShPP, you can revoke the curtailment notice in writing up to eight weeks after it was given;
- b) (birth only) if you gave the curtailment notice before giving birth, you can revoke it in writing up to eight weeks after it was given, or up to six weeks after birth, whichever is later; or
- c) if the other parent has died.

**67.5** Once you revoke a curtailment notice you cannot submit a second curtailment notice, unless the revocation was given in the circumstances in paragraph 67.4 (b).

## **68. Ending the mother's maternity leave or your partner's adoption leave**

**68.1** When a child is born, if you are the child's father or the mother's partner, you will only be able to take SPL once the mother has either:

- returned to work;
- given her employer a curtailment notice to end her maternity leave;



- given her employer a curtailment notice to end her SMP (if she is entitled to SMP but not maternity pay); or
- given a curtailment notice to the benefits office to end her MA (if she is not entitled to maternity leave or SMP).

**68.2** When a child is adopted if your partner is taking adoption leave or claiming SAP from their employer, you will only be able to take SPL once your partner has either:

- returned to work;
- given their employer a curtailment notice to end adoption leave; or
- given their employer a curtailment notice to end SAP (if they are entitled to SAP but not adoption pay).

## **69. Evidence of entitlement**

**69.1** You must also provide on request:

- A copy of the birth certificate (or if you have not yet obtained a birth certificate, a signed declaration of the child's date and place of birth); **OR**
- One or more documents from the adoption agency showing the agency's name and address and the expected placement date; **AND**
- The name and address of the other parent's employer (or a declaration that they have no employer).

## **70. Notifying us of your SPL dates**

**70.1** Having opted into the SPL system you will need to give a period of leave notice telling us the start and end dates of your leave. This can be given at the same time as your opt-in notice, or it can be given later, as long as it is given at least eight weeks before the start of your leave. You must also state in your period of leave notice the dates on which you intend to claim shared parental pay, if applicable.

**70.2** If your period of leave notice gives dates for a single continuous block of SPL you will be entitled to take the leave set out in the notice.

**70.3** You can give up to three periods of leave notices. This may enable you to take up to three separate blocks of shared parental leave.

## **71. Procedure for requesting split periods of SPL**

**70.1** In general, a period of leave notice should set out a single continuous block of leave. We may, in some cases, be willing to consider a period of leave notice where the SPL is split into shorter periods (of at least a week) with periods of work in between. It is best to discuss this with your manager in advance of submitting any formal period of leave notices. This will give us more time to consider the request and hopefully agree a pattern of leave with you from the start.

**70.2** You must submit a period of leave notice setting out the requested pattern of leave at least eight weeks before the requested start date. If we are unable to agree to your request straightaway, there will be a two-week discussion period. At the end of that period, we will confirm any agreed arrangements in writing. If we have not reached an agreement, you will be entitled to take the full amount of requested SPL as one continuous block, starting on the start date given in your notice (for example, if you requested three separate periods of four weeks each, you will be entitled to one 12-week period of leave). Alternatively, you may:

- choose a new start date (which must be at least eight weeks after your original period of leave notice was given), and tell us within five days of the end of the two-week discussion period; or
- withdraw your period of leave notice within two days of the end of the two-week discussion period (in which case it will not be counted and you may submit a new one if you choose).

## **71. Changing the dates or cancelling your SPL**

**71.1** You can cancel a period of leave by notifying us in writing at least eight weeks before the start date in the period of leave notice.

**71.2** You can change the dates for a period of leave by giving us at least eight weeks' notice before the original start date and the new start date.

**71.3** You can change the end date for a period of leave by notifying us in writing at least eight weeks before the original end date and the new end date.

**71.4** You can change split periods of leave into a single continuous period of leave by notifying us in writing at least eight weeks before the start date.

**71.5** You can request that a continuous period of leave be split into two or more discontinuous periods with periods of work in between. We will consider any such request as set out in paragraph 71.

**71.6** You do not need to give eight weeks' notice if you are changing the dates of your SPL because your child has been born earlier than the EWC, where you wanted to start your SPL a certain length of time (but not more than eight weeks) after birth. In such cases please notify us in writing of the change as soon as you can.

**71.7** A notice to cancel or change a period of leave will count as one of your three periods of leave notices, unless:

- the variation is a result of your child being born or placed earlier or later than the EWC or expected placement date;
- the variation is at our request; or
- we agree otherwise.

## **72. Shared parental pay**

**72.1** ShPP of up to 39 weeks (less any weeks of SMP or SAP claimed by you or the other parent/eligible partner) may be available provided you have at least 26 weeks' continuous employment with us at the end of the Qualifying Week and your average earnings are not less than the lower earnings limit set by the government each tax year. ShPP is paid at a rate set by the government each year.

## **73. Other terms during shared parental leave**

**73.1** Your terms and conditions of employment remain in force during SPL, except for the terms relating to pay.

**73.2** If you are a member of the pension scheme, we will make employer pension contributions during any period of paid SPL, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any shared parental pay you are receiving, unless you inform the school business manager that you wish to make up any shortfall.

## **74. Annual leave**

**74.1** All staff continue to accrue annual leave during SPL at the rate provided under your contract of employment. Annual leave accrued during SPL, including bank holidays, will be paid at the employee's normal weekly rate of pay.

- 74.2** Annual leave entitlement will continue to accrue at the rate provided under your contract. If your SPL will continue into the next holiday year, any holiday entitlement that cannot reasonably be taken before starting your leave can be carried over. You should try to limit carry over to one week's holiday or less. Carry-over of more than one week is at your manager's discretion. Please discuss your holiday plans with your manager in good time before starting SPL. All holiday dates are subject to approval by your manager. Our holiday year runs from 1 April to 31 March.

## **75. Keeping in touch**

- 75.1** We may make reasonable contact with you from time to time during your SPL although we will keep this to a minimum. This may include contacting you to discuss arrangements for your return to work.
- 75.2** You may ask or be asked to work (including attending training) on up to 20 KIT days during your SPL. This is in addition to any KIT days that you may have taken during maternity leave. KIT days are not compulsory and must be discussed and agreed with your line manager.
- 75.3** You will be paid at your normal basic rate of pay for time spent working on a KIT day and this will be inclusive of any shared parental pay entitlement.

## **76. Returning to work**

- 76.1** If you want to end a period of SPL early, you must give us eight weeks' prior notice of the return date. You should give this notice in writing
- 76.2** If you want to extend your SPL you must submit a new period of leave notice at least eight weeks before the date you were due to return to work, assuming you still have SPL entitlement remaining and have not already submitted three periods of leave notices. If you are unable to request more SPL you may be able to request annual leave or ordinary parental leave (see para 52), which will be subject to business need.
- 76.3** You are normally entitled to return to work in the position you held before starting SPL, and on the same terms of employment. However, if it is not reasonably practicable for us to allow you to return into the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable, but only in the following circumstances:
- if your SPL and any maternity, adoption or paternity leave you have taken adds up to more than 26 weeks in total (whether or not taken consecutively); or
  - if you took SPL consecutively with more than four weeks of ordinary parental leave (under our Parental Leave Section).

- 76.4** If you want to change your hours or other working arrangements on return from SPL you should make a request under our Flexible Working Hours Policy. It is helpful if such requests are made as early as possible.
- 76.5** If you decide you do not want to return to work you should give notice of resignation in accordance with your contract.

**Date Adopted: January 2020**

**Date for next review: January 2022**

<b>PERSONNEL COMMITTEE</b>	<b>16 JUNE 2025</b>	<b>AGENDA ITEM: 9</b>
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## **COUNCILLOR TRAINING**

### **Report Author**

Mark Sims, Acting Chief Officer

**Attached:** A. Councillor Training Plan and Matrix (3 pages)

### **Purpose of Report**

The purpose of this report is to request Members of the Personnel Committee to review the Councillor Training Plan and Matrix to ensure it is fit for purpose, following consideration at the Council's annual meeting on 13 May 2025.

### **Background Information**

At the Council's annual meeting held on 13 May 2025, members were provided with a report outlining the training provided to both staff and Councillors from May 2024 to May 2025. The Acting Chief Officer asked if members wanted to refresh their Code of Conduct Training. Councillor Perkes requested this to be discussed at the next Personnel Meeting on 16 June 2025. It was **RESOLVED: That the Annual Staff and Councillor Training report be discussed at the next Personnel Meeting on Monday 16 June 2025. (Minute No. 605(2) refers.**

Section 67 of the Local Government & Elections (Wales) 2021 Act places a duty on Town and Community councils to make and publish a plan about the training provision for its members and staff. This will provide the means for identifying training needs and opportunities, including on the Code of Conduct.

The Council prepared a Councillor Training Plan / Matrix in September 2022 that is attached.

To note that under section 67(4) of the Act, there is a duty on councils to review their training plan from time to time (at least after each ordinary election and more frequently if changes take place, for example, following a council by-election or a new co-opted councillor joining; staff changes; or taking on new responsibilities such as new services or assets).

The training plan should reflect on, and address, whether the council collectively has the skills and knowledge it needs to deliver its plans most effectively. Overall, the intention is that the preparation of a training plan would support councillors to have the relevant training to carry out their role.

In order to determine the training priorities for the council, it is necessary to assess the essential skills needed by the council and whether the council feels there is sufficient coverage and depth across the council. The full list of essential skills will depend on

the activities within the council. The guidance to the Local Government & Elections (Wales) Act 2021 states that **all councils should ensure that they have sufficient skills and understanding in:**

- Basic induction for councillors;
- The Code of Conduct for members of local authorities in Wales; and
- Financial management and governance.

Therefore, these have been marked as mandatory in the suggested Training Plan / Matrix.

### **OVW Councillor Training Courses Undertaken during 2024/25**

The Council as an Employer – Module 3  
Understanding the Law – Module 4  
Local Government Finance – Module 6  
Community Engagement – Module 8  
Code of Conduct – Module 9  
Charing Skills – Module 10  
Creating a Community Plan – Module 12  
Equality & Diversity – Module 14  
Information Management – Module 15  
Effective Staff Management – Module 18  
Finance & Government Toolkit – Module 24  
Biodiversity Parts 1/2 – Modules 25 & 26  
Nature Project Management – Module 27

### **Recommendation**

That members review the Councillor Training Plan and consider whether any amendments are required and whether any refresher courses are to be arranged for Councillors e.g. Code of Conduct.

### **Councillor Training Plan (Agreed at Personnel Committee 5 September 2022)**

<b>Training Topic</b>	<b>Method of delivery</b>	<b>Councillors required</b>	<b>Mandatory or Optional</b>
Induction to the Council and being a Councillor	OVW	All	Mandatory
Code of Conduct	OVW or VOG Council	All	Mandatory
The Council as an Employer	OVW	Personnel Committee members	Mandatory
Understanding the Law	OVW	All	Optional
Council Meetings	OVW	All	Optional
Local Government Finance	OVW	Finance Committee members	Mandatory
		All councillors	Optional
Introduction to the Council's Finances and budget setting webinar	In house	All	Optional
Introduction to Health & Safety webinar and policy	In house	Personnel Committee	Mandatory
		All councillors	Optional
Introduction to Community Engagement	In house	All	Optional
Chairing Skills	OVW	All Chairs and Vice Chairs each year	Mandatory
Community/Place Planning	OVW	Chair and Vice Chair of Planning	Mandatory
Community Engagement Part II	OVW	All	Optional
Introduction to Equality & Diversity webinar and policy	In house	All	Mandatory



Information Management	OVW	All	Mandatory
Introduction to use of Council IT / tablets	In house	All	Optional
Managing your staff	OVW	Personnel Committee members & Leader as line manager	Mandatory
Local Government Finance (Advanced)	OVW	Finance Committee	Optional
Mediation and Conciliation	OVW	Personnel Committee members in line with Local Resolution policy	Mandatory

Position	OVW - Introduction to the Council and being a Councillor (Modules 1 & 2)	OVW - Module 3 - The Council as an Employer	OVW - Module 4 - Understanding the Law	OVW Module 5 - The Council Meeting	OVW - Module 6 - Local Government Finance	OVW - Module 9 - Code of Conduct	OVW - Module 10 - Charing Skills	OVW - Module 12 - Creating a Community Plan	OVW - Module 13 - Community Engagement Part II	OVW - Module 15 - Information Management	OVW - Module 18 - Managing your Staff	OVW - Module 21 - Understanding Local Government Finance - Advanced	OVW - Module 22 - Understanding Mediation	Introduction to the Council's Finances and Budget Setting Webinar	Introduction to Health & Safety Webinar and Policy	Introduction to Community Engagement	Introduction to Equality & Diversity Webinar and Policy	Introduction to use of Council IT/ Tablets	ACAS Supervision and Appraisal	Safeguarding Children and Vulnerable Adults
Leader of Council	◆	-	●	●	●	◆	-	-	●	◆	◆	-	-	●	-	●	●	●	◆	◆
Mayor	◆	-	●	●	●	◆	-	-	●	◆	-	-	-	●	-	●	●	●	◆	◆
All Chairs and Vice Chairpersons	◆	-	●	●	●	◆	◆	-	●	◆	-	-	-	●	-	●	●	●	◆	◆
Chair and Vice Chair of Finance	◆	-	●	●	◆	◆	◆	-	●	◆	-	●	-	●	-	●	●	●	◆	◆
Chair and Vice Chair of Planning	◆	-	●	●	●	◆	◆	◆	●	◆	-	-	-	●	-	●	●	●	◆	◆
Finance Committee Members	◆	-	●	●	◆	◆	-	-	●	◆	-	●	-	●	-	●	●	●	◆	◆
Personnel Committee Members	◆	◆	●	●	●	◆	-	-	●	◆	◆	-	-	●	◆	●	●	●	◆	◆
Personnel Committee in Line with Local Resolution Policy	◆	-	●	●	●	◆	-	-	●	◆	-	-	◆	●	-	●	●	●	◆	◆
CO Appeals Panel	◆	◆	-	-	-	-	-	-	-	◆	-	-	-	-	-	-	-	-	◆	◆
All Councillors	◆	-	●	●	●	◆	-	-	●	◆	-	-	-	●	●	●	●	●	◆	◆
<b>Mandatory</b>	◆																			
<b>Optional</b>	●																			
Refresh every year																				
Refresh on new administration																				
As part of in-house refresh training*																				

\*In-house refresh training can be delivered via PowerPoint presentations/ team meetings, leaflets and/or online training