



Member Report

Paternity Leave & Paternity Leave for Adoptive Parents Provisions

Report to: Employment Health and Safety Committee
Report from: Managing Director
Portfolio: Resources
Report Date: 25 September 2024
Decision Type: Committee
Council Priority A Strong and Sustainable Council

HEADLINE POSITION

1.0 Summary of report

1.1 The purpose of the report is to seek approval for the implementation of the revised Paternity Leave and the Paternity Leave for Adoptive Parents Provisions.

2.0 Recommendation

2.0 It is recommended that the Employment Health and Safety Committee approves the revised Paternity Leave and the Paternity Leave for Adoptive Parents Provisions.

DETAILED PROPOSALS

3.0 What are the objectives of the report and how do they link to the Council's priorities

3.1 The current Paternity Leave and the Paternity Leave for Adoptive Parents Provisions were approved on 8 February 2023, however, due to recent employment law changes, it has been necessary to review these provisions to ensure continued compliance with employment legislation.

3.2 The employment legislation changes mean that:

- Employees who meet the qualifying criteria for two weeks' paternity leave can divide this into two separate one week periods, employees are now able to schedule their leave at any point during the first year following their child's birth.
- Employees will need inform their manager 15 weeks before the expected week of childbirth that they are entitled to statutory paternity leave, but only need to give 4 weeks' notice of the intended dates for each period of leave.

3.3 To ensure our Paternity Leave and Paternity Leave for Adoptive Parents Provisions are compliant with employment legislation, the following sections within the provisions have been updated.

Section 4 – Entitlement and Qualifying Criteria

This section has been updated to reflect the change in employment legislation which allows employees who meets the qualifying criteria to divide their paternity leave into two

separate weeks and schedule these at any point during the first year following their child's birth

Section 5 –Applying for Paternity Leave

This section has also been updated to ensure that the provisions are compliant with the legislation. Employees are now required to inform their manager 15 weeks before the expected week of childbirth that they are entitled to statutory paternity leave and provide 4 weeks' notice of the intended dates of each period of leave

3.4 A copy of the Paternity Leave and the Paternity Leave for Adoptive Parents Provisions are attached as Appendix 1 and 2 respectively.

4.0 What options have been considered.

4.1 The implementation of the revised Paternity Leave and the Paternity Leave for Adoptive Parents Provisions will ensure that the Council is compliant with employment legislation and, as such, no other options have been considered.

5.0 Impact Assessment

5.1 Climate Emergency

There is no direct impact on the climate emergency.

5.2 Health and Safety

There is no direct impact in terms of health and safety.

5.3 Social Value

There is no direct impact in term of social value.

5.4 Legal

The revised Paternity Leave and the Paternity Leave for Adoptive Parents Provisions will help to ensure that the Council is compliant with relevant employment legislation.

5.5 Financial

Employees who meet the necessary qualifying criteria are entitled to paternity pay, which is funded from existing salary budgets

5.6 Human Resources

The revised Paternity Leave and the Paternity Leave for Adoptive Parents Provisions will help to ensure that employees are aware of their rights to paternity leave and pay

5.7 Equality and Diversity

The provisions are designed to be compliant with Equality and Diversity requirements.

6.0 Implementation Plan

6.1 Timetable for Implementing Decision:

If approved, the revised Paternity Leave and the Paternity Leave for Adoptive Parents Provisions will be implemented with immediate effect.

6.2 Lead Officer

Jane Garnett

6.3 Reporting Progress

N/A

6.4 Communications Plan

Arrangements will be made for this to be communicated internally via HR Insight and Building a Better Borough. A copy will also be made available on the intranet.

7.0 Consultation and Engagement

A copy of the revised Paternity Leave and the Paternity Leave for Adoptive Parents Provisions were circulated to the recognised Trade Unions and the Equality and Diversity Group. No comments have been received.

8.0 Appendices and Background Papers

- 8.1 Appendix 1 Paternity Leave Provisions
- 8.2 Appendix 2 Paternity Leave for Adoptive Parents Provisions

9.0 Contact Officer

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