

For publication

Work Experience and Leave Policies (EC000)

Meeting: Employment and General Committee

Date: *10th April 2017*

Report by: Sandy Gillham-Hardy, HR Officer

For publication

1.0 Purpose of report

1.1 To provide information regarding the introduction of a revised Work Experience and Leave policy and to recommend for approval.

2.0 Recommendations

2.1 That the new Work Experience and Leave policies be approved.

3.0 Background

3.1 Both of the policies are overdue due for renewal and have been drawn up in accordance with employment law, ACAS guidelines and best practice.

3.2 The proposed Work Experience policy provides a simplified process for the placement of work experience students. The changes ensure that there is a consistent approach to providing work experience placements and that all staff involved in the work experience programme fully understand their role.

3.3 The revised policy aims to ensure the process for work experience is well managed, from application through to the commencement of the placement, and all necessary stages in between.

3.4 The work experience policy has been redrafted and the main changes are:-

- Clear guidance on risk assessments, DBS checks and Working Time Directive
- Application process to individual managers
- Role of Responsible Officer for placement
- Outline and checklist for induction process
- Work planning template to detail where the placement will be, who they will report to and the area of work it covers
- Placement agreement
- Certificate of achievement

3.5 The leave policy merges the current policies/ guidelines:

- Annual Leave and public holidays
- Compassionate Leave
- Bereavement leave
- Major domestic crisis leave
- Emergency dependants leave
- Time off for public duties
- Time off in lieu policy
- Bad weather guidelines
- Fertility guidelines
- Medical appointments

3.6 In addition the main changes are:-

- Clarification on how to add additional leave for 5 years' service.
- Removal of statement that staff are not allowed to carry leave forward arising from sickness absence.
- Addition of reference to discretionary day over the Christmas period.
- Addition of reference to religions or beliefs which have festivals other than the 8 statutory bank holidays.

- Clarification for part time staff work patterns and bank holidays.
- Update of public duties where time off is granted.
- Paid leave of up to 10 days per year for employees to undertake reservist activities.

3.7 To support the implementation of the revised policies training and guidance will be provided to managers to not only ensure that the policies are implemented consistently across the council but also to support managers to feel confident with the delivery of the policies.

4.0 **Proposed procedure**

4.1 The new Work Experience policy can be found at appendix A and a preliminary Equality Impact Assessment has been completed and is attached at appendix B.

4.2 The new Leave policy can be found at appendix C and a preliminary Equality Impact Assessment has been completed and is attached at appendix D.

5.0 **Employer/Trade Union Meeting**

5.1 The proposed policies have been submitted to the employer/trade union meeting on 31 March 2017 and any amendments from that meeting have been incorporated into the policies.

6.0 **Recommendations**

6.1 That the new Work Experience and Leave policies be approved.

Document information

Report author	Contact number/email
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Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.	

This must be made available to the public for up to 4 years.

Appendices to the report

Appendix A	Work Experience Policy
Appendix B	Work Experience Policy Preliminary Equalities Impact Assessment
Appendix C	Leave Policy
Appendix D	Leave Policy Preliminary Equalities Impact Assessment