

**Surrey Heath Borough Council**  
**Joint Staff Consultative Group**  
**30 March 2023**

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**Family Friendly Policies**

<b>Strategic Director/Head of Service</b>	Sally Kipping
<b>Report Author:</b>	Julie Simmonds – HR Manager
<b>Key Decision:</b>	no
<b>Wards Affected:</b>	n/a

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**Summary and purpose**

This report provides the Employment Committee with details of the Family Friendly Policy which we have adopted within Surrey Heath Borough Council. This policy is to give guidance and processes for staff going on maternity, paternity, adoption or parental leave.

The revised Policy was considered by the Joint Staff Consultative Group at its meeting on 2 March 2023.

**Recommendation**

The Committee is advised to RESOLVE that the revised Family Friendly Policy and Procedure, as attached at Annex A to this report, be adopted.

**1. Background and Supporting Information**

- 1.1 This policy continues to evolve as we continue to review and monitor the legislations and processing for staff who are considering or require leave for maternity, paternity, adoption and shared parental leave.. All changes within the policy have been tracked changed/highlighted for ease for your consideration with the main areas:
  - 1.1.1 Contractual maternity and adoption pay increases from statutory requirements we currently offer (1.8 and 3.3.2 in Policy)
  - 1.1.2 Allowances which may be paid during leave for example car allowance. (1.6, 1.7 and 1.13)
  - 1.1.3 Increase of benefit for Paternity Leave so it is now paid as opposed to unpaid (2

## **2. Reasons for Recommendation**

- 2.1 To provide clear information on entitlements for staff going on maternity, paternity, adoption and shared parental leave.

## **3. Proposal and Alternative Options**

- 3.1 Adoption of this Family Friendly Policy.

## **4. Resource Implications**

- 4.1 No increase of resources required.

## **5. Section 151 Officer Comments:**

- 5.1 This Family Friendly Policy was taken to CMT for review and comment on 14<sup>th</sup> February 2023

## **6. Monitoring Officer Comments:**

- 6.1 This Family Friendly Policy was taken to CMT for review and comment on 14<sup>th</sup> February 2023

## **7. Other Considerations and Impacts**

### **Environment and Climate Change**

- 7.1 Supports the Council's pledge.

### **Equalities and Human Rights**

- 7.2 Equalities Impact Assessment will be completed.

### **Risk Management**

- 7.3 n/a

### **Community Engagement**

- 7.4 Not applicable.

## **Annexes**

Annex A – Family Friend Policies – January 2022 Draft