

Pwyllgor Adnoddau Dynol.

Human Resources Committee.

Agenda 16.08.2022

- | | |
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| 1. Ethol Cadeirydd y Pwyllgor.
I benodi Cadeirydd am y flwyddyn i ddod. | Election of Committee Chair.
To appoint a Chair for the ensuing year. |
| 2. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn Ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for absence. |
| 3. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda. | Declaration of Interest.
To receive any known declarations of interest in items on the agenda. |
| 4. Ethol Is-Gadeirydd Pwyllgor.
I benodi Is-Gadeirydd am y flwyddyn i ddod. | Election of Committee Vice Chair.
To appoint a Chair for the ensuing year. |
| 5. Cofnodion.
I awdurdodi'r Cadeirydd i arwyddo cofnodion yr cyfarfod blaenorol y Pwyllgor fel cofnod cywir. | Minutes.
To authorise the Chair to sign the minutes of the previous meeting of the Committee as a correct record. |
| 6. Adroddiadau Clerc y Dref.
Polisi Gweithio Hybrid. | Town Clerk Reports.
Hybrid Working Policy. |
| Rhan B. | Part B. |
| 7. Gwahardd y cyhoedd a 'r Wasg.
Yn rhinwedd Deddf Cyrff Cyhoeddus (Derbyn i Gyfarfodydd) 1960, ni chaiff y wasg na'r cyhoedd eu cynnwys yn y trafodaethau ar yr eitem ganlynol ar y sail y byddai eu datgelu yn niweidiol i fudd y cyhoedd oherwydd natur gyfrinachol y busnes i'w drafod. | Exclusion of Public and Press.
By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. |
| 8. Adroddiadau.
a) Broses arfarnu. | Reports.
Absence reporting. |

Adroddiadau a manylion ariannol
Reports and financial details

Adroddiadau a manylion ariannol.

Mae adroddiadau a manylion ariannol yn
ddogfennau gwaith ac felly nid ydynt wedi'u
cyfieithu.

Reports and financial details.

Reports and financial details are working
documents and are therefore not
translated.

REPORT AUTHOR: Town Clerk.
SUBJECT: Hybrid Working Policy.
REPORT FOR: Decision.

1. Summary.

1.1 To consider the approval of a hybrid working policy.

2. Background.

2.1 In September 2020, the Welsh Government stated that it would like some 30% of Welsh workers to be working at or near their home on a regular basis. Whilst this is not a requirement on businesses many employers have already taken a proactive approach to changes in working styles.

2.2 In March 2022 the Welsh Government reaffirmed this strategy in the document Smarter working: a remote working strategy for Wales. It defines how they will encourage remote working across Wales. It sets out the economic, social, environmental and cultural benefits of remote working, and explains how to embed remote working for the long-term in the Welsh workplace.

2.3 In addition a recent survey by the Chartered Institute of Management (CMI) revealed that more than 80% of UK firms have now adopted hybrid working. In addition, a study by Microsoft and YouGov found that 51% of UK employees would consider leaving their place of work if the option of hybrid working was not available. The report also found that companies without a hybrid working scheme struggled to retain new talent and suffered from negative impacts on productivity and staff wellbeing.

2.3 Introducing hybrid working practices will involve developing a new work culture. It is not about doing things in the old way, it is about new ways of working using new tools, new processes, and new approaches to management and teamwork. This requires different types of behaviours and different expectations about how work is done and therefore the previous Council referred this matter to the Committee for consideration.

3. Potential benefits.

3.1 It is anticipated that applying a model of hybrid working will provide benefits to our residents, service users, employees and the Town Council in the following way:

- It will enable employees to manage their working day more efficiently and focus more effectively on a piece of work, where concentration is important resulting in increased productivity
- It will reduce travel time and related costs
- It will lower the Town Council's environmental impact, through reduced emission from reduced travel to the workplace
- It will improve the work life balance for employees which in turn supports their wellbeing.
- It can reduce stress and provide greater job satisfaction, motivation and engagement
- It can reduce absenteeism and related costs
- It can result in improved recruitment and retention of skilled and experienced employees by enhancing the flexible work styles available at the Town Council

4. Town Council hybrid working principles.

4.1 The principles underlying the Towns Council approach to hybrid working are:

- a) All decisions regarding hybrid working will start from what provides the best possible outcomes and services for our residents, service users, customers and stakeholders. The best possible service should be maintained for residents and service users, both now and in the future
- b) Engagement of the staff is critical to the planning and delivery of successful hybrid working and performance will be managed on results and personal and team outcomes rather than presence in the workplace.
- c) An open, fair and consistent approach should be applied based on service needs.
- d) Personal preferences will be considered in line with operational requirements and service needs.
- e) Service delivery will be at the forefront of decision making as it is vitally important the Town Council maintain effective service delivery to all areas of the community.

5. Hybrid working styles.

5.1 There are four workstyles that have been created as a guide for Town Council staff to clarify the concept of hybrid working:

1. **Fixed location worker** – this is a workplace-based employee who operates from the Town Council Offices. A fixed worker will typically remain at a workstation or place of work for most of the working day.
2. **Flexible worker** – this is where a role is not restricted to one location. Employees can successfully and regularly carry out the role and work activity from a mixture of home and office
3. **Home Worker** – This is where employees carry out most of their work at their home. However, they are still required to attend workplaces when needed to ensure the best possible outcomes including meetings.
4. **Mobile Worker** – this is where the employee spends most of their time visiting people, sites, attending meetings or carrying out work across the District.

5.2 The most appropriate style for the Town Council would be Home Workers and all of the aspects detailed above have been encapsulated in the hybrid working policy detailed in the appendix.

6. Recommendation.

6.1 That the Town Council hybrid working policy is adopted.

7. Reasons for recommendation.

7.1 To ensure effective corporate governance and support for national initiatives.

Appendix.



Cyngor Tref Llangollen Town Council

Title:	Hybrid Working Policy
Purpose:	To detail the Council's policies and procedures regarding hybrid working.
Owner:	Town Clerk.
Approved by:	Town Council.
Date:	
Version Number:	1.0
Status:	Draft
Last review date:	

1. Purpose and scope

- 1.1 The Town Council recognises the need to develop hybrid working practices to enable employees to maximise their performance and productivity in order to deliver Town Council services, whilst maintaining a good work life balance. In addition, new technologies are making it easy to access information remotely, work from a variety of locations, whilst promoting a more joined up service.
- 1.2 The Town Council's core business is to provide services to our communities. Where these services can only be provided by staff working at a particular location or facility, the requirement for staff to be present at that location will remain.
- 1.3 However, hybrid working provides employees with more options with regard to where, when, and how they undertake their roles by introducing more opportunities to flex locations and times of work whilst ensuring that the needs of the service and customers are best met.
- 1.4 It allows staff to influence how they carry out their roles and promotes varying levels of flexibility within the workplace. It is based on the concept that work is principally an activity we do, rather than a place we go to.
- 1.5 A hybrid working environment not only relies on IT infrastructure but also on staff engagement with each member of their team to ensure the successful adoption of this new way of working.

2. Policy framework.

- 2.1 This policy sets out the Town Council's approach to hybrid working, which allows employees to split their time between attending the workplace and working remotely subject to service needs. Hybrid working is an important element of both The Town Council's:
 - strategy for adapting to, and thriving in, the new working environment
 - commitment to supporting a positive work-life balance for our employees.

3.2 The Hybrid working principles the Town Councils are:

- All decisions regarding hybrid working will start from what provides the best possible outcomes and services for our residents, service users, customers and stakeholders.
- The best possible service should be maintained for residents and service users, both now and in the future.
- All plans for hybrid working from home or office are subject to ongoing review based on operational effectiveness.
- Engagement of the staff is critical to the planning and delivery of successful hybrid working.
- Performance will be managed on results and personal and team outcomes rather than presence in the workplace.
- An open, fair and consistent approach is applied within teams based on service needs. Personal preferences will be considered in line with team requirements and service needs.
- Service delivery will be at the forefront of decision making as it is vitally important that the Town Council maintains effective service delivery and that service needs are met.

3. Arrangements whilst working remotely.

3.1 While working remotely, employees will work their normal working hours. If this is not the case, employees should agree what their working arrangements will be, and other staff should be aware of when an employee is available and working.

3.2 The workstyles of home worker is considered to be most appropriate style for the Town Council, i.e., where employees carry out most of their work at their home but are still required to attend workplaces when needed to ensure the best possible outcomes including meetings and appointments.

3.3 It is important to make use of tools such as shared calendars and out-of-office messaging, utilising Teams to help colleagues to be aware of who is working and when. Employees should ensure they are not overworking and "downtime" from work is essential. To help maintain overall wellbeing, employees should take adequate rest breaks:

- 30 minutes off for lunch each day.
- Even when busy, it is essential to find the time to take a break.
- Ensure the period between stopping work one day and beginning the next is not less than 11 hours.
- It is important to move from the workstation at regular intervals to walk around and keep moving.

3.3 When working remotely, employees should not work if they are unwell. If an employee is sick and unable to work, the Town Council's reporting procedure applies as it would if employees were attending the workplace in accordance with the Town Council's sickness absence Policy.

3.4 To assist you to work remotely, you are provided with as a minimum:

- a laptop
 - Keyboard and mouse
- and if required.
- Laptop stand

- Headset
- Additional monitor
- A desk chair
- Footstool

- 3.5 Employees must take care of any equipment provided. It will remain as Town Council property, and employees should notify their line manager and the Town Council's ICT provider of any faults with the equipment. The Town Clerk must ensure the inventory for equipment is updated and maintained. If employees need any additional equipment, they should discuss this with their line manager. Equipment must be returned to the upon leaving the Town Council.
- 3.6 The employee will not be eligible to claim expenses for home working. Employees may be able to claim tax relief for any household expenses incurred as a result of working from home, provided the expenses are solely work related. If you wish to benefit from this tax relief. This is a private matter and is to be dealt with directly, not through the Town Council.
- 3.7 Home working and display screen equipment risk assessments will be carried out if any part of an employee's working style requires them to work from home. Any necessary equipment and furniture that is identified as part of this assessment will need to be considered to ensure the setup is correct. This will need to be carried out on an annual basis or at the point of any substantial changes made to the working environment or arrangements if this occurs sooner.
- 3.8 Employees who do not have a suitable workstation at home must work from the Town Council office. If employees have more complex needs, due to injury or disability, the health and safety specialists employed by the Town Council can carry out more detailed virtual assessments. Employees must also take responsibility for their own health and safety and that of anyone else who is affected by their work (for example others in the household when working from home).
- 3.9 Employees must notify the Town Clerk if they feel any discomfort due to working remotely or they believe that there are any work-related health and safety hazards. Any work-related accidents occur in your home must be reported. Failure to follow health and safety principles may be a disciplinary offence and dealt with in accordance with our disciplinary procedure.
- 3.10 Employees must not carry out work meetings in their home with customers, elected members, or officers from other agencies and are responsible for keeping information associated with the Town Council secure at all times. Employees should ensure they know their responsibilities under the Data Protection Act and the Town Council's data security policies. Specifically, remote workers are under a duty to:
- practise good ICT security, including using a unique password for the work laptop and any other devices they use for work;
 - keep all hard copies of work-related documentation secure, including keeping documents locked away at all times except when in use; and
 - ensure that work-related information is safeguarded when working in public spaces, for example by:
 - positioning the laptop so that others cannot see the screen;

- not leaving the laptop unattended; and
- not having confidential/business-sensitive conversations in public spaces.

3.11 In addition, the laptop and other equipment provided by the Town Council must be used for work-related purposes only and must not be used by any other member of the household or third party at any time or for any purpose.

3.12 For days on which you are attending the workplace your normal hours of work are set out in your contract of employment. If for any reason, you do not intend to work the full hours of your working day in the workplace, you should agree with fellow staff what your working hours are for that day. The hours of work must be agreed in advance allowing employees who are using their homes as part of their hybrid working arrangements, to have a right to privacy out of hours and be able to separate their working and home lives.

3.13 Employees must note that the ability to work from home is not a substitute for childcare or similar carer responsibilities and it is their responsibility to ensure adequate provision is in place to avoid conflict with work performance when they are working from home.

4. Requesting flexible working.

4.1 This policy is for hybrid working, but there are many other forms of flexible working. By law, you have the right to make a flexible working request if:

- you have worked for the Town Council for at least 26 weeks
- you are legally classed as an employee
- you have not made any other flexible working request in the last 12 months.
- If you are disabled, you could ask to work from home as a 'reasonable adjustment'.

4.3 You must put a hybrid working request in writing, and your employer should talk to you before deciding. Your request letter or email must say you are making a 'statutory flexible working request' and must also include:

- the date you are sending it
- the change you would like to make
- when you would like the change to start
- how you or your employer might deal with any effects the change could have on your work or the organisation
- the date of any previous flexible working requests if you have made any
- if your request relates to something covered by discrimination law (Equality Act 2010), for example to make a 'reasonable adjustment' for a disability you have.

4.4 As a responsible employer the Town Council will actively support any requests for hybrid working that follow this policy.

Pwyllgor Adnoddau Dynol.

Human Resources Committee.

Agenda 29.11.2022

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| <p>1. Cyhoeddiadau y Cadeirydd.</p> | <p>Chairs announcements.</p> |
| <p>2. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn
Ymddiheuriadau am absenoldeb.</p> | <p>Apologies for absence.
To receive, consider and accept apologies for absence.</p> |
| <p>3. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o
fuddiant ar eitemau ar yr agenda.</p> | <p>Declaration of Interest.
To receive any known declarations of interest
in items on the agenda.</p> |
| <p>5. Cofnodion.
I awdurdodi'r Cadeirydd i arwyddo cofnodion
yr cyfarfod blaenorol y Pwyllgor fel cofnod
cywir.</p> | <p>Minutes.
To authorise the Chair to sign the minutes of
the previous meeting of the Committee as a
correct record.</p> |
| <p>6. Adroddiadau Clerc y Dref.
a) Dyfarniad cyflog NJC 2022/23
b) Cyngor Ynni ac Ymwybyddiaeth Tlodi
Tanwydd ar gyfer gweminar Argyfwng Costau
Byw.</p> | <p>Town Clerk Reports.
NJC pay award 2022/23.
Energy Advice and Fuel Poverty Awareness
for the Cost of Living Crisis webinar.</p> |
| <p>7. Gohebiaeth.
Cyngor Dosbarth Stroud Polisi Gweithio
Hybrid.
Cadarnhad eu bod wedi rhannud eu polisi am
arweiniad.
Rhan B.
Gwahardd y cyhoedd a'r Wasg.
Yn rhinwedd Deddf Cyrff Cyhoeddus (Derbyn i
Gyfarfodydd) 1960, ni chaiff y wasg na'r
cyhoedd eu cynnwys yn y trafodaethau ar yr
eitem ganlynol ar y sail y byddai eu datgelu yn
niweidiol i fudd y cyhoedd oherwydd natur
gyfrinachol y busnes i'w drafod.</p> | <p>Correspondence.
Hybrid Working Policy Stroud District Council.
Confirmation that they had shared their
policy for guidance.</p> <p>Part B.
Exclusion of Public and Press.
By virtue of the Public Bodies (Admission to
Meetings) Act 1960, the press and public are
excluded from discussions on the following
item on the basis that disclosure thereof
would be prejudicial to the public interest by
reason of the confidential nature of the
business to be transacted.</p> |
| <p>8. Adroddiadau.
a) Broses arfarnu.</p> | <p>Reports.
Absence reporting.</p> |

Adroddiadau a manylion ariannol.

Mae adroddiadau a manylion ariannol yn ddogfennau gwaith ac felly nid ydynt wedi'u cyfieithu.

Reports and financial details.

Reports and financial details are working documents and are therefore not translated.

REPORT AUTHOR: Town Clerk.
SUBJECT: NJC pay award 2022/23.
REPORT FOR: Decision.

1. Summary.

1.1 To implement the NJC pay award 2022/23.

2. Background.

2.1 Town Council staff are employed under the National Joint Council for Local Government Services (NJC) model contract and are remunerated in accordance with NJC salary scales.

2.2 The LTC1 post is remunerated at LC2 (29 -32) on the NJC salary scales and LTC 02 at LC1 (5 6).

3. NJC pay award 2022/23..

3.1 The National Association of Local Councils has been informed that the National Joint Council for Local Government Services (NJC) has agreed the new rates of pay applicable from 1 April 2022. In line with the new pay scales for clerks and other employees employed under the terms of the model contract the post within the Town Council will be remunerated as detailed below back dated to the 1 April 2022.

Post	SCP	£ per annum	£ per hour
LTC1	32	£38,296	£19.90
LTC 02	6	£21,968	£11.42

4. Recommendation.

4.1 That the salary awards detailed in the National Joint Council for Local Government Services pay scales be implemented from 1 April 2022 with the post LTC1 being remunerated at SCP 32 pro rata 32 hours per week and post LTC 02 on single salary point SCP 6 pro rata 21 hours per week.

5. Reasons for recommendation.

5.1 To ensure probity in the management of Town Councils Human Resources.

**Agenda
07.02.2023.**

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| <p>1. Cyhoeddiadau y Cadeirydd.</p> | <p>Chairs announcements.</p> |
| <p>2. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn Ymddiheuriadau am absenoldeb.</p> | <p>Apologies for absence.
To receive, consider and accept apologies for absence.</p> |
| <p>3. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda.</p> | <p>Declaration of Interest.
To receive any known declarations of interest in items on the agenda.</p> |
| <p>5. Cofnodion.
I awdurdodi'r Cadeirydd i arwyddo cofnodion yr cyfarfod blaenorol y Pwyllgor fel cofnod cywir.</p> | <p>Minutes.
To authorise the Chair to sign the minutes of the previous meeting of the Committee as a correct record.</p> |
| <p>6. Adroddiadau Clerc y Dref.
I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo. Mae adroddiadau a manylion ariannol yn ddogfennau gwaith ac felly nid ydynt wedi'u cyfieithu.</p> <p>a) Polisiâu.</p> | <p>Town Clerk Reports.
To receive reports submitted to the Town Clerk and considered the recommendations therein. Reports and financial details are working documents and are therefore not translated.</p> <p>Policies.</p> |
| <p>7. Gohebiaeth.
I ystyried gohebiaeth a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno. (Gellir derbyn gohebiaeth ar ôl i'r agenda gael ei chyhoeddi a gellir ei hystyried yn y cyfarfod hwn).</p> | <p>Correspondence.
To consider correspondence received and to make any necessary decisions thereon. (Correspondence can be received after the agenda has been published and may be considered at this meeting).</p> |
| <p>Rhan B.
Gwahardd y cyhoedd a'r Wasg.
Yn rhinwedd Deddf Cyrff Cyhoeddus (Derbyn i Gyfarfodydd) 1960, ni chaiff y wasg na'r cyhoedd eu cynnwys yn y trafodaethau ar yr eitem ganlynol ar y sail y byddai eu datgelu yn niweidiol i</p> | <p>Part B.
Exclusion of Public and Press.
By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason</p> |

fudd y cyhoedd oherwydd natur
gyfrinachol y busnes i'w drafod.

of the confidential nature of the business to be
transacted.

8. Adroddiadau.

- a) LCT 2 Absenoldeb cronni
- b) Broses arfarnu.

Reports.

- LTC 2 Accrued leave
- Absence reporting.

REPORT AUTHOR: Town Clerk.
SUBJECT: Policies.
REPORT FOR: Decision.

1. Summary

1.1 To adopt a policies on stress management and time off and leave.

2. Background.

2.1 Members resolved that the Town Council agrees to the use of the Finance and Governance Toolkit for Community and Town Council at the Council Meeting held on 19 July 2022 and considered and approved the Part 1: The health check at the Council meeting held on the 20 December 2022.

2.2 Under Theme B, leadership and people, the summary of actions identified that Human Resources Committee needs to consider policies to address the gap in provision in relation to

- annual leave.
- time off in lieu.
- maternity, adoption and paternity.
- parental leave.
- stress at work.

2.3 Two policy documents have been prepared the first covering annual leave, time off in lieu, maternity, adoption and paternity and parental leave. The second covers stress at work. The policies have been compiled using best practice information from the Society of Local Council Clerks member Councils, the Chartered Institute of Personnel and Development and UK Government guidance.

3. Recommendation.

3.1 That the Human Resources committee recommends the attached policies for approval by the Town Council.

4. Reasons for recommendation.

4.1 To ensure probity in respect of human resource management.

Title: Time off work and Leave Policy
Purpose: To detail the Council's policies and procedures regarding time off work and leave.
Owner: Town Clerk.
Approved by: Town Council.
Date: 2023
Version Number: 1.0
Status: Draft.
Last review date:

1. Purpose and scope

1.1 In support of values to respect others Llangollen Town Council considers the welfare of individuals as key. The purpose of this policy is to provide a corporate policy framework regarding staff time off work and leave. Leave due to illness is dealt with under the Staff Absence Policy.

2. Policy Framework.

2.1 This policy provides a framework to assist in:-

- dealing with time off work and leave objectively and reasonably.
- being consistent.
- compliance with relevant legislation.

2.2 All employees are entitled to time off work, for example, holiday, maternity, dependents leave, time off in lieu. Some of these are statutory entitlements, some are paid and some unpaid. Allowing time off work has a number of benefits, it supports employee wellbeing, maintains/improves staff morale and provides a balance between work and personal commitments.

2.3 Employees found to be applying for leave dishonestly will be dealt with under the Council's Disciplinary Policy. Records should be kept by the Town Clerk and minuted as accepted by the Human Resources Committee.

3. Annual Leave

4.1 All Council employees are provided with a paid entitlement as detailed in the National Joint Council (NJC) for local government services, known as the Single Status Agreement (the Green Book). All entitlements are pro rata for part time working. Where an employee reduces or increases their working hours, any leave entitlement will be adjusted to the new hours worked. The leave year is the 12 month period from 1 April to 31 March.

2.4 Annual leave can be taken in units of full or half days leave. Leave taken should be deducted from the total leave entitlement.

2.5 On reaching five years' local government service, a proportion of the additional five days leave is granted on the first month following the month of the service date.

- 2.6 The leave entitlement for an employee leaving or joining the council is proportionate to their completed service during the leave year. If an employee leaves the Council and has taken in excess of their proportionate leave entitlement, the council will make an appropriate deduction from their final salary. When an employee leaves and has taken less than their proportionate leave entitlement, an appropriate additional payment will be made.
- 2.9 Annual leave must be taken by the end of the leave year. By mutual agreement no more than five days leave may be carried forward to the next leave year. In exceptional circumstances untaken leave can be paid at single time rates, if agreed by the Human Resources Committee.
- 2.10 Employees continue to accrue holiday entitlement whilst absent from work due to sickness, regardless of how long the period of sickness lasts. However, if an employee is unable to take all of their annual leave entitlement within a leave year due to illness, they are able to carry over a maximum of 28 days (the statutory entitlement), to the next leave year. Employees on maternity, adoption, paternity, shared paternity and parental leave will continue to accrue annual leave, however annual leave cannot be taken during this leave.
- 2.11 No more than three weeks holiday may be taken at any one time unless the Clerk and Human Resources Committee gives permission, with a return to work of at least two weeks between holiday bookings.

3 Public/Bank Holidays

- 3.1 All employees get a paid holiday on each of the 8 statutory, general and public/bank holidays as they occur and an additional 2 days in accordance with the Green Book.
- 3.2 As leave entitlement includes bank/public holidays, employees who are due to work on a day that is a bank/public holiday will need to deduct their working hours for that day from their total leave entitlement. If a bank/public holiday falls on a day an employee was not scheduled to work, no deduction is necessary.
- 3.3 No substitute bank/public holiday or extra statutory day will be given if an employee is off work sick on a bank/public holiday or extra statutory day.

4 Time off in Lieu.

- 4.1 Certain roles may demand flexible working hours, outside the normally accepted office hours arrangements i.e., to cover evening meetings or events and any additional hours will be paid as detailed in the Green Book.
- 4.4 A timesheet recording details of hours worked should be kept up to date and by the Town Clerk and subsequent leave reported to the Human Resources Committee in line with Standing Orders.

4.5 Hours owing must be used up within six weeks of extra time worked or will be lost, unless prior agreement is sought from the Staffing Working Group/Committee. In exceptional circumstances time owing in lieu can be paid at single time rates, if agreed by the Human Resources Committee.

5. Statutory Duties

5.1 Any employer shall permit an employee time off for Public Duties if they are:

- a magistrate (also known as a justice of the peace) – by law the Council must allow reasonable time off to carry out these duties. Employees can claim an allowance from the court for loss of earnings.
- a local councillor
- a school governor
- a member of any statutory tribunal (e.g., an employment tribunal)
- a member of the managing or governing body of an educational establishment
- a member of a health authority
- a member of the General Teaching Councils for England and Wales
- a member of the Environment Agency or the Scottish Environment Protection
- a member of the prison independent monitoring boards (England or Wales)
- a member of trade union_ (for trade union duties)

5.1 Employees called for Jury Service must inform the Town Council as soon as possible to allow the Clerk to complete a 'certificate of loss of earnings' form which they will receive from the courts. The Clerk will ensure payroll is correctly updated and the employee should notify the Clerk of any payment made by the courts so that the appropriate amount can be deducted from their salary. If such a claim cannot be made then paid leave will be granted.

5.2 Employees who are required to attend as a witness in Court proceedings should claim for loss of earning from the Court. If such a claim cannot be made then paid leave will be granted.

5.3 Volunteer members of the non-regular forces can request time off for training, which the council will consider. The using of annual leave or unpaid leave requests will be considered, the Council has discretion to agree to paid leave if essential training and subject to operational requirement as defined by the guidance at www.gov.uk/employee-reservist for more information.

6.4 Paid leave of absence can be granted at the discretion of the Human Resources Committee, bearing in mind the requirements of their post and the nature of their public duties. advice can be sought (the Green Book provisions specify paid leave can be granted for public duties).

7. Time off for Medical Screening and Other Appointments

7.1 Wherever possible, visits to GP and other routine medical appointments should be made outside of working hours. However, when employees are able to show that

these visits unavoidably occur during working hours, these will be permitted, subject to the employee making up the hours lost.

- 7.2 Employees having to attend hospital, clinic appointments, IVF treatment or work related appointments (i.e. sight tests, Occupational Health appointments), where the timing of the appointment is beyond their control, will be able to attend these appointments during working hours with no expectation to make up the hours lost. Reasonable paid time off will be granted for the purposes of medical screening.

8. Special Leave.

- 8.1 Additional leave with or without pay may be granted in special circumstances at the discretion of the Human Resources Committee.

9. Study Leave.

- 9.1 Paid leave will be given to all employees in order to sit approved examinations applicable to local government work.

- 9.2 In addition, up to three days study leave per year of course, pro-rata for part-time staff and for course length, will be given either prior to sitting examinations or for the purpose of completing assessed course work or assignments required by the approved training course. In the instance where a course does not have to be completed within a set period of time, the period of study leave due is to be confirmed with the Town Clerk, or the Chair of the Human Resources Committee in the case of the Town Clerk.

10. Maternity leave and maternity support leave

- 10.1 Eligible employees can take up to 52 weeks' maternity leave. The first 26 weeks is known as 'Ordinary Maternity Leave', the last 26 weeks as 'Additional Maternity Leave'. The earliest that leave can be taken is 11 weeks before the expected week of childbirth unless the baby is born early. Employees must take at least 2 weeks after the birth (or 4 weeks if they're a factory worker).

- 10.2 Statutory Maternity Pay for eligible employees can be paid for up to 39 weeks, usually as follows:

- the first 6 weeks: 90% of their average weekly earnings (AWE) before tax
- the remaining 33 weeks: £156.66 or 90% of their AWE (whichever is lower)

- 10.3 Tax and National Insurance need to be deducted.

- 10.4 Maternity support leave is available to employees accompanying the expectant mother if the employee is the child's father, the spouse, partner, civil partner or nominated carer of the expectant mother or the intended parent of a child in a surrogacy arrangement are eligible. However the employee must have been continuously employed by the Council for at least 26 weeks by the end of the 15th week before the week that the baby is due. The employee must then continue to be employed by the Council until the date the baby is born.

10.5 A nominated carer is the person the mother nominates to assist in the care of the child and to provide support to the mother at or around the time of birth. This could be a partner, child's father or another nominated carer e.g. mother's mother. Only one nominated carer is eligible for maternity support leave per pregnancy.

10.6 To apply for maternity support leave, employees should first approach the Town Clerk, or the Chair of the Human Resources Committee in the case of the Town Clerk, or before applying for statutory maternity pay to ensure the appropriate payroll updates are made.

11. Adoption leave and adoption support leave.

11.1 Five days paid adoption support leave is available for the partner or nominated carer of the primary carer at or around the time of placement. This can be used in conjunction with paternity or parental leave.

11.2 A nominated carer is the person nominated by the primary carer to assist in the care of the child and to provide support to the primary carer at or around the time of placement. Only one nominated carer is eligible for adoption support leave per adoption.

11.3 To apply for adoption support leave, you should first approach the Town Clerk, or the Chair of the Human Resources Committee in the case of the Town Clerk, before completing the adoption support leave application form to ensure the appropriate payroll updates are made.

12. Paternity leave.

12.1 Employees can choose to take either 1 week or 2 consecutive weeks' leave. The amount of time is the same even if they have more than one child (for example twins).

12.2 Leave cannot start before the birth. The start date must be one of the following:

- the actual date of birth
- an agreed number of days after the birth
- an agreed number of days after the expected week of childbirth.

12.3 Leave must finish within 56 days of the birth (or due date if the baby is early). The start and end dates are different if the employee is adopting.

12.4 An employee adopting a child must:

- have been continuously employed by you for at least 26 weeks up to any day in the week they were matched with a child (UK adoptions)
- have been continuously employed by you for at least 26 weeks by either the date the child arrives in the UK or when they want their pay to start (overseas adoptions)
- confirm that their partner is getting Statutory Adoption Pay in writing or by giving you a copy of their partner's form SC6.

- meet the other eligibility conditions for paternity leave or pay.

13 Parental leave

- 13.1 To qualify for Parental leave, the employee must share responsibility for the child with one of the following:
- their husband, wife, civil partner or joint adopter
 - the child's other parent
 - their partner (if they live with them)
- 13.2 The employee or their partner must be eligible for maternity pay or leave, adoption pay or leave or Maternity Allowance. They must also:
- still be employed by the Town Council while they take Parental leave.
 - give you the correct notice including a declaration that their partner meets the employment and income requirements which allow your employee to get parental leave.
 - have been continuously employed by the Town Council for at least) 26 weeks up to any day of the 'qualifying week', or the week they are matched with a child for adoption in the UK. (The 'qualifying week' is the 15th week before the baby is due).
- 13.4 To apply for adoption support leave, you should first approach the Town Clerk, or the Chair of the Human Resources Committee in the case of the Town Clerk, in writing with a minimum of 21 days' notice of the required start date. The employer must reply to a request for parental leave within a time equal to the amount of time requested.
- 13.5 A special provision can be made for fathers to take time off immediately after the birth or adoption, providing at least 21 days' notice is given before the week in which the birth or adoption is expected. The employer may not postpone this.
- 13.6 The contract of employment will continue but the employee will not be paid.
- 13.7 The Clerk or Staffing Working Group/Committee can ask for evidence, if it is reasonable, to show that:
- the employee is the parent of a child.
 - the employee has parental responsibility for the child.
 - the child is below the age at which the right to parental leave ceases.
 - in the case of a disabled child the child is entitled to disability living allowance.
- 13.8 If an employee tries to claim for parental leave dishonestly, they will be subject to the Managing Employee Performance Policy.

14 Dependants care leave.

- 14.1 The Employment Relations Act 1999 introduces a statutory right to unpaid dependants leave and defines 'dependant' and the 'unexpected or sudden problem' for which leave would be granted..

14.2 The definition of a 'dependant' is:

- Spouse/partner.
- Child (including adopted or foster child).
- Parent.
- Someone who lives with the employee as a member of the family (excluding lodgers, friends, flatmates, etc.).
- Someone who reasonably relies on the employee for assistance e.g., a neighbour with mobility problems.

14.3 This is for unexpected, sudden, unforeseen, emergency matters, not where the employee knows in advance that they are going to require time off.

- caring for a dependant who is ill, injured or assaulted (emergency doctor or hospital visits, not planned, routine visits).
- having a baby, if the birth is unexpected, dcl does not apply after the birth.
- disruption of care arrangements i.e., a child minder does not turn up. dealing with a serious incident involving a child which occurs unexpectedly during school hours.

14.4 Dependent care leave entitles an employee to a maximum of five days per year paid leave. This leave would normally be taken in blocks of 1 or 2 days at a time, but it may be taken in hours if this is agreed between the employee and the Town Clerk, or the Chair of the Human Resources Committee in the case of the Town Clerk. Entitlement will be per employee's leave year and pro rata for part-timers. There is no length of service requirement for the entitlement, and it will apply to temporary and permanent employees.

14.5 Employees needing to take dependants care leave must telephone the Town Clerk, or the Chair of the Human Resources Committee in the case of the Town Clerk, before they are due to start work or as soon as they can.

14.6 Employees still have the option to take annual leave, unpaid dependents care leave or time in lieu.

14.7 The Clerk will need to ensure the payroll is appropriately adjusted.

15 Foster carer leave.

15.1 Employees, who are foster carers, are eligible to receive up to a maximum of five days paid leave per annum for the purpose of attending:

- training events.
- statutory review, education planning and other meetings related to their foster carer responsibilities.
- supervision sessions.

15.2 All paid leave must be authorised by the Town Clerk, or the Chair of the Human Resources Committee in the case of the Town Clerk, so employees who are foster carers, should provide as much notice as possible of the request for leave.

15.3 Foster carers are also eligible for dependents care leave.

16 Compassionate leave.

16.1 Up to five days paid compassionate leave is available to employees, with the agreement of the Clerk or Staffing Working Group/Committee and which will not be unreasonably withheld. Following the death of a dependant/close relative or in the cases where a dependant/close relative has a life threatening illness. The five days do not need to be continuous. This leave would include time to make funeral arrangements, attend the funeral and deal with the emotional difficulties associated with bereavement and serious illness.

16.2 A dependent/close relative is defined as a:

- Spouse/partner.
- Child (including adopted or foster child).
- Parent.
- Brother.
- Sister.
- Grandchild.
- Grandparent.
- someone who lives with the employee as a member of the family.
- parent-in-law (including parents of the employee's partner)
- step-relatives where there is a close relationship with the employee.

17 Severe weather conditions.

17.1 Where possible, staff should attend for work as contracted. In exceptional circumstances flexible working arrangements such a home working can be agreed. Where staff do not attend work, agreement can be made to take the day as annual leave, unpaid leave or time in lieu. Additionally, staff may be eligible for dependant's care leave if their child or other dependants care arrangements are disrupted.

18. Unpaid leave scheme.

18.1 This policy applies to all Town Council employees with at least 24 months service.

18.2 Subsequent periods of unpaid leave can only be requested after a further 24 months have been worked. Only where exceptional compassionate circumstances apply will a subsequent request for unpaid leave be considered.

18.3 The Staffing Working Group/Committee will consider requests for unpaid leave of absence. Unpaid leave may be granted for:

- caring responsibilities for children, elderly parents or other close relatives as defined under dependant's care leave.
- extended foreign travel.
- education or training.
- voluntary/community work.
- any other purposes that the council considers reasonable and appropriate.

- 18.4 Unpaid leave will not be granted for the purpose of the employee taking up other paid employment unless it is related or incidental to one of the above purposes.
- 18.5 This scheme does not replace but is additional to other Council policies/procedures for paid/unpaid leave (e.g., maternity leave, maternity support leave, parental leave and dependants care leave.)
- 18.6 Unpaid leave of absence under the scheme is for between two and 12 months. Once agreed, the length of the period will not be varied (unless in very exceptional circumstances agreed by the Council).
- 18.7 During the absence the employee will maintain contact with the Town Clerk, or the Chair of the Human Resources Committee in the case of the Town Clerk.
- 18.8 Requests for unpaid leave should be submitted in writing to the Town Clerk, or the Chair of the Human Resources Committee in the case of the Town Clerk, for consideration, at least three months before the absence will commence. The application will provide full details of the leave requested and its purpose.
- 18.9 It is the responsibility of the Town Clerk, or the Chair of the Human Resources Committee in the case of the Town Clerk, that effective service provision is maintained, and the approval of unpaid leave is at the Human Resources Committees discretion. Consideration will be given to any financial implications and any anticipated difficulties in securing a temporary replacement. If unpaid leave is not granted, the reasons, which must be reasonable, will be put in writing to the employee.
- 18.10 In situations where a temporary appointment is made to cover the post, the temporary employee's contract of employment will clearly state the employment terminates on the return of the substantive post holder. In some circumstances the temporary contract may specify an actual termination date.
- 18.11 An employee granted unpaid leave would be expected to use their annual leave entitlement pro-rata up to the commencement of the unpaid leave period.
- 18.12 During unpaid leave, employees will have their continuity of service maintained for all contractual and statutory benefits, with the exception of annual leave entitlement and will need to make pension contributions.
- 18.13 During unpaid leave employees will not:-
- accrue entitlement to paid annual leave or be paid for statutory or extra-statutory holidays.
 - be entitled to other contractual benefits such as maternity leave, maternity support leave, parental leave, dependents care leave and public duty leave.
 - receive any other salary, allowance or payments that form part of the employment conditions.

- be entitled to have any of the periods of unpaid leave regarded as sick leave, even if they submit a fit note.

18.14 The Town Clerk must ensure payroll adjustments are made.

19. Review of the Policy.

19.1 This Policy will be reviewed and regularly updated particularly following any major changes in procedures, personnel whichever occurs first. utilising external professional HR services if required.

Title: Stress at work policy
Purpose: To detail the Council's policies and procedures to be adopted regarding complaints.
Owner: Town Clerk.
Approved by: Town Council.
Date: 2023
Version Number: 1.0
Status: Draft
Last review date:

1. Purpose and Scope.

1.1 In support of our value to respect others Llangollen Town Council considers the welfare of individuals as key. The Town Council is committed to the elimination of any form of potential harm in the workplace. The purpose of this policy is to provide a corporate policy framework regarding stress at work policy in the workplace.

2.0 Statement of Policy and Implementation

2.1 The Council recognises and accepts its responsibility for the health, safety and welfare of its employees and the health and safety of any other person who may be affected by its activities so far as it is reasonably practicable. The Council also recognises that every accident, however slight, is a matter for concern and will actively promote health and safety at all times.

2.2 The Council further regards the promotion of health and safety as a mutual objective for all employees at all levels and in all activities. Importantly there is a need for constant alertness by managers, supervisors and employees in identifying potential hazards and removing or minimising them whenever practicable.

2.3 The Health and Safety Executive define stress as *"the adverse reaction people have to excessive pressure or other types of demand placed on them"*. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. They identify six main areas that can lead to work-related stress if they are not managed properly. the following issues have been identified as potential stressors at workplace.

- Organisation culture
- Bad management practices
- Job content and demands.
- Physical work environment.
- Relationships at work.
- Change management.
- Lack of support.
- Role conflict.
- Trauma.

2.4 Stress affects people differently; what stresses one person may not affect another. Factors like skills and experience, age or disability may all affect whether a worker can cope. To help prevent workplace stress employers must:

- carry out a stress risk assessment, and then allocate resources to reduce or eliminate the sources of stress.
- give people adequate training and support to do their jobs well.
- increase support for staff during periods of change and uncertainty.
- train line managers to identify potential causes of stress in their teams and manage people, and workloads, effectively.
- increase support for staff during periods of change and uncertainty.

3. Implementation of Stress at work policy.

31 The responsibility for implementing the Town Council's stress at work policy and ensuring compliance with all relevant legislation is detailed below.

3.2 Town Clerk has operational responsibility for compliance with statutory requirements and the Council's Health and Safety Policy including stress at work. Responsible for obtaining the necessary financial approval to enable any adjustment to alleviate any stress related practices to be implemented and maintained.

3.3 The Town Clerk will:

- conduct and implement recommendations of stress risk assessments.
- ensure staff are fully trained to discharge their duties.
- monitor workloads to ensure that people are not overloaded.
- monitor working hours and overtime to ensure that staff are not overworking.
- monitor holidays to ensure that staff are taking their full entitlement.
- attend training as requested in good in implementing stress risk assessments.
- ensure that bullying and harassment is not tolerated.
- be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g., bereavement, separation health or hardship.

3.4 Town Council has operational responsibility for compliance with statutory requirements and the Council's Health and Safety Policy. The Town Council will be informed through Human Resources -Committee of any changes and developments in the field of stress at work and will.

- Refer to counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to reduce stress.
- Support individuals who have been off sick with stress and obtain the necessary advice from to support them on a planned return to work.
- Support disabled workers to minimise stress in the workplace due to their disability.

4. General Safety and Conduct of Employees.

4.1 Employees are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to stress. To this end the stress at work policy is a document that must be read, understood and implemented by all employees. A declaration by the employee must be read, understood and implemented by all employees.

4.2 Employees have a statutory duty to co-operate with the management in carrying out their duties with the object of producing and maintaining high levels of health and safety. Employees must raise issues of concern In relation to stress with the Town Clerk, or the Chair of the Human Resources Committee in the case of the Town Clerk, and accept opportunities for counselling when recommended. The Town Clerk should discuss issue with the Chair of the Human Resources Committee.

5. Policy Review.

5.1 This Policy will be reviewed and regularly updated particularly following any major changes in procedures, work tasks, personnel whichever occurs first. All risk assessments and training records to be kept available for inspection.