

AGENDA ITEM 9.

Approval Request for West Suffolk Joint Staff Consultative Panel – Going Forward Briefing Note

Employment legislation is implemented in April and October each year. Significant changes normally result in a policy review or a new policy or procedure being written. That policy or procedure is then discussed at Joint Staff Consultative Panel who make recommendations to Cabinet for approval.

As we have been reviewing every policy with a view to adopting joint policies, we have updated the policies. However once we have a full set of West Suffolk policies, only new or significantly changed policies, or those that include matters where we have new choices about how we deal with workforce situations need to come to the Panel.

There are very often minor changes to our policies that are required when the legislation changes.

Examples this year would include changes to Statutory Maternity, Paternity and Adoption pay, right to attend two ante-natal appointments for partners, changes to Parental Leave, the removal of the statutory procedure for requests for flexible working, the extension of the right to request flexible working to everyone.

It is suggested that where a change to a policy is statutory and we have no choice in how it is applied, the amendments are made to the policy without referral for approval to the Joint Staff Consultative Panel. A record of such changes would be kept, with the date of implementation, and Joint Staff would be informed at their next meeting.

Unison would be informed at the time of implementation, along with staff affected. The amended policy would be available to staff on the staff intranet, currently GOLD.

Joint Staff are requested to agree to this proposal.

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